



Public Works Department

ZONING & DEVELOPMENT HANDBOOK

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GENERAL INFORMATION

Important Notice Regarding Plan Submittals

Due to legislation enacted by the 79th Texas legislature in 2005, the City is required to treat any original application, development plan or plat application as a formal permit application if the submittal gives the City fair notice of the proposed project and hence, according to Chapter 245 of the Texas Local Government Code, the City will treat such as a formal permit application as that term is defined under that Chapter and Ordinance No. 29-05. Once a permit application is received, the City will furnish a response to the applicant within 10 business days from the date of submittal to provide comments as to any deficiencies in the submittal. The applicant shall be given a total number of 45 days, commencing from the initial date of submittal, to make all corrections as noted, to provide a complete set of plans meeting submission requirements, and to correct any deficiencies. Failure of a resubmittal to meet all checklist, ordinance and submission requirements upon the expiration of the 45-day period will result in the closure the file; the case shall become null and void, and the permit shall be deemed to be expired. Any further submittal will be treated as a new case and subject to existing requirements, together with required fees.

Meeting Dates & City Contacts

Meetings

While meeting dates and times are subject to change, the date, time, and place of regularly scheduled meetings are as follows:

City Council Meetings

1st and 3rd Tuesdays of every month

Work Session: 6:30pm; Regular Session: 7:30pm

City Hall Municipal Building

4000 Main Street

Planning & Zoning Commission Meetings

2nd and 4th Tuesdays of every month

Work Session: 6:00pm; Regular Session: 7:00pm

City Hall Municipal Building

4000 Main Street

City Contacts

Name/Email	Title	Phone Number
Bryan Funderburk Email address: bfunderburk@rowlett.com	City Manager	(972) 412-6110
Laura Hallmark Email address: lhallmark@rowlett.com ***Contact for TABC Information***	City Secretary	(972) 412-6115
Marc Kurbansade, AICP Email address: mkurbansade@rowlett.com	Director of Development Services	(972) 412-6187
Denise Gomez Email address: dgomez@rowlett.com	Development Services Technician	(972) 463-3949
Erin Jones Email address: ejones@rowlett.com	Senior Planner	(972) 412-6114
Garrett Langford, AICP Email Address: glangford@rowlett.com	Principal Planner	(972)-412-6166
Samantha Renz, P.E., C.F.M. Email Address: srenz@rowlett.com	Regulatory Engineer	(972) 412-6268
Daniel Acevedo Email Address: dacevedo@rowlett.com	Urban Designer	(972) 463-3904
Jim Grabenhorst, EDFP Email address: jgrabenhorst@rowlett.com	Economic Development Director	(972) 463-3953
Bryan A. Beckner Email address: bbeckner@rowlett.com	Fire Marshal	(972) 463-3940
Blake Scott, CBO Email address: bscott@rowlett.com	Building Official	(972) 412-6126
Jermel Stevenson Email address: jstevenson@rowlett.com	Parks & Recreation Director	(972) 412-6175

Development Review Committee

Purpose

The Development Review Committee (DRC) is made comprised of members of various City departments that work to ensure that development is in compliance with all City ordinances. The purpose of the DRC is to allow City departments to complete a technical review of proposed development and provide written comments for the applicant. The DRC meets weekly to discuss development in the City and make recommendations to other boards and commissions. This process provides an opportunity for the developer, property owner, etc., to discuss development issues with City staff.

Development Review Committee Members

Planning

Marc Kurbansade, AICP
Director of Development Services
Telephone: (972) 412-6187
Email address: mkurbansade@rowlett.com

Erin Jones
Senior Planner
Telephone: (972) 412-6114
Email address: ejones@rowlett.com

Garrett Langford, AICP, CNU-A
Principal Planner
Telephone: (972) 412-6166
Email address: glangford@rowlett.com

Daniel Acevedo
Urban Designer
Telephone: (972) 463-3904
Email address: dacevedo@rowlett.com

Engineering

Samantha Renz, P.E., C.F.M.
Regulatory Engineer
Telephone: (972) 412-6286
Email address: srenz@rowlett.com

Ryan Corbello
Engineering Assistant
Telephone (972) 463-3911
Email address: rcorbello@rowlett.com

Fire

Bryan Beckner
Fire Marshal
Telephone: (972) 463-3940
Email address: bbeckner@rowlett.com

Parks & Recreation

Jermel Stevenson
Parks & Recreation Director
Telephone: (972) 412-6175
Email address: jstevenson@rowlett.com

Building Inspections

Blake Scott, CBO
Building Official
Telephone: (972) 412-6126
Email address: bscott@rowlett.com

Economic Development

Jim Grabenhorst, EDFP
Economic Development Director
Telephone: (214) 729-9736
Email address: jgrabenhorst@rowlett.com

SCHEDULES

2013-2014 Zoning & Development Review Schedule

Notes

- * Proceeding to Planning & Zoning Commission and City Council Public Hearings requires that submittal materials submitted on this date are complete and do not require any further revision. Any required revisions to submittal materials may delay the time schedule for proceeding to Planning & Zoning Commission and City Council Public Hearings.
- ** City Council approval required for all Zoning, Special Use Permit, Alternative Building Materials, Alternative Landscape Plan, Special Use Permit, Major Warrant, and Tree Survey/Preservation Plan requests.
- *** **Form Based Code Applications will require an additional two weeks to go to Planning and Zoning and/or City Council due to third party review.**

Application Deadline (before 2pm)	Plan Review Comments available (by 5pm)	Corrected Plans to be Returned (before 5pm)*	Planning & Zoning Commission	City Council**
April 30, 2013	May 10, 2013	May 24, 2013	June 11, 2013	July 2, 2013
May 7, 2013	May 17, 2013			
May 14, 2013	May 24, 2013	June 7, 2013	June 25, 2013	July 16, 2013
May 21, 2013	May 31, 2013			
May 28, 2013	June 7, 2013	June 21, 2013	July 9, 2013	August 6, 2013
June 4, 2013	June 14, 2013			
June 11, 2013	June 21, 2013	July 5, 2013	July 23, 2013	August 20, 2013
June 18, 2013	June 28, 2013			
June 25, 2013	July 5, 2013	July 19, 2013	August 13, 2013	September 3, 2013
July 2, 2013	July 12, 2013			
July 9, 2013	July 19, 2013	August 9, 2013	August 27, 2013	September 17, 2013
July 16, 2013	July 26, 2013			
July 23, 2013	August 2, 2013			
July 30, 2013	August 9, 2013	August 23, 2013	September 10, 2013	October 1, 2013
August 6, 2013	August 16, 2013			
August 13, 2013	August 23, 2013	September 6, 2013	September 24, 2013	October 15, 2013
August 20, 2013	August 30, 2013			
August 27, 2013	September 6, 2013	September 20, 2013	October 8, 2013	November 5, 2013
September 3, 2013	September 13, 2013			
September 10, 2013	September 20, 2013	October 4, 2013	October 22, 2013	November 19, 2013
September 17, 2013	September 27, 2013			
September 24, 2013	October 4, 2013	October 18, 2013	November 12, 2013	December 3, 2013
October 1, 2013	October 11, 2013			
October 8, 2013	October 18, 2013	November 1, 2013	November 26, 2013	December 17, 2013
October 15, 2013	October 25, 2013			
October 22, 2013	November 1, 2013	November 22, 2013	December 10, 2013	January 7, 2014
October 29, 2013	November 8, 2013			
November 5, 2013	November 15, 2013	December 6, 2013	December 24, 2013 Cancelled due to Holiday	February 4, 2014
November 12, 2013	November 22, 2013			
November 19, 2013	December 2, 2013 (after Thanksgiving)			

2013-2014 Zoning & Development Review Schedule (continued)

Application Deadline (before 2pm)	Plan Review Comments available (after 1pm)	Corrected Plans to be Returned (before 5pm)*	Planning & Zoning Commission	City Council**
November 26, 2013	December 6, 2013	December 27, 2013	January 14, 2014	February 4, 2014
December 3, 2013	December 13, 2013			
December 10, 2013	December 20, 2013			
December 17, 2013	December 27, 2013	January 10, 2014	January 28, 2014	February 18, 2014
December 24, 2013	January 3, 2014			
December 31, 2013	January 10, 2014	January 24, 2014	February 11, 2014	March 4, 2014
January 7, 2014	January 17, 2014			
January 14, 2014	January 24, 2014	February 7, 2014	February 25, 2014	March 18, 2014
January 21, 2014	January 31, 2014			
January 28, 2014	February 7, 2014	February 21, 2014	March 11, 2014	April 1, 2014
February 4, 2014	February 14, 2014			
February 11, 2014	February 21, 2014	March 7, 2014	March 25, 2014	April 15, 2014
February 18, 2014	February 28, 2014			
February 25, 2014	March 7, 2014	March 21, 2014	April 8, 2014	May 6, 2014
March 4, 2014	March 14, 2014			
March 11, 2014	March 21, 2014	April 4, 2014	April 22, 2014	May 20, 2014
March 18, 2014	March 28, 2014			
March 25, 2014	April 4, 2014	April 25, 2014	May 13, 2014	June 3, 2014
April 1, 2014	April 11, 2014			
April 8, 2014	April 18, 2014			
April 15, 2014	April 25, 2014	May 9, 2014	May 27, 2014	June 17, 2014
April 22, 2014	May 2, 2014			
April 29, 2014	May 9, 2014	May 23, 2014	June 10, 2014	July 1, 2014
May, 6, 2013	May 16, 2014			
May 13, 2014	May 23, 2014	June 6, 2014	June 24, 2014	July 15, 2014
May 20, 2013	May 30, 2014			
May 27, 2013	June 6, 2014	June 10, 2014	July 8, 2014	August 5, 2014
June 3, 2014	June 13, 2014			
June 10, 2014	June 20, 2014	July 3, 2014	July 22, 2014	August 19, 2014
June 17, 2014	June 27, 2014			
June 24, 2014	July 7, 2014 (after 4 th of July)	July 25, 2014	August 12, 2014	September 2, 2014
July 1, 2014	July 11, 2014			

APPLICATIONS

Pre-Application Meeting Survey

The City of Rowlett is concerned about the time, expense and effort you and City staff will have to dedicate to your project. In order to ensure your project proceeds as smoothly as possible, the City requires applicants to schedule a Pre-Application Meeting with the Planning and Community Development Department prior to making a formal submittal. Any person associated with a development proposal is encouraged to attend the meeting (e.g., property owner, business owner/manager, design professionals, etc). Representatives of the Planning Division and Public Works Department will attend the meeting. Other City of Rowlett staff members may attend if needed. Pre-application meetings are generally held every Thursday afternoon. Please contact the Planning Division at 972-412-6166 to schedule a meeting.

At the Pre-Application meeting, the applicant will be provided a variety of general information regarding the City of Rowlett's development processes, contact information, applicable codes, applications, and fees. When possible and appropriate, City staff will provide information unique to your property or proposal and will be available to answer questions. However, this meeting is NOT intended for detailed discussion of requirements. **No plans or drawings will be accepted, and no approvals will be given.** Development and permit applications may be submitted to the City of Rowlett any time after your Pre-Application meeting and will be processed in accordance with the Zoning & Development Review Schedule contained in this Manual.

Prior to scheduling the Pre-Application Meeting, the applicant is required to complete and submit the following Pre-Application Meeting Self Survey. Please submit completed forms to Garrett Langford, Principal Planner at glangford@rowlett.com.

PROJECT INFORMATION			
Project Description:			
Location of Property:		Total Acreage:	
Future Land Use Map Designation(s):		Current Zoning Designation(s):	
PROJECT TEAM			
Company:		Applicant Name:	
Address:		Phone No:	
		Fax No:	
City:	State:	Zip Code:	E-Mail:
List of meeting attendees and their respective roles (e.g., owner, architect, engineer, planner, etc.)			
PROJECT BACKGROUND / SELF-SURVEY			
Is the property currently in use? If yes, how is it being used?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any existing buildings on the property?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you propose demolition on any buildings?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you proposal removal of any trees?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you previously developed property in the City of Rowlett?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you intend to have outdoor storage?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you intend to sell or lease used merchandise? If yes, describe the merchandise to be sold.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you intend to subdivide, re-subdivide, or combine the property with other parcels?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the property in a Regulatory Flood Zone?		<input type="checkbox"/> Yes	<input type="checkbox"/> No



UNIFORM DEVELOPMENT APPLICATION

APPLICATION INFORMATION			
Project Name:		Total Acreage:	
Location of Property:		Appraisal District Account Number(s) & County:	
Subdivision/Addition Name:		Lot:	Block:
Future Land Use Map Designation(s):		Current Zoning Designation(s):	
TYPE OF REQUEST	Fees	Total Due	
<input type="checkbox"/> Rezoning (RDC or Form Based Code)	\$650.00		
<input type="checkbox"/> Planned Development	\$1,200.00		
<input type="checkbox"/> Form Based Code Framework Plan	\$220/hr plus public notification fees		
<input type="checkbox"/> Form Based Code Regulating Plan	\$220/hr plus public notification fees		
<input type="checkbox"/> Form Based Code Development Plan	\$220/hr plus public notification fees		
<input type="checkbox"/> Major Warrant	\$650.00		
<input type="checkbox"/> Special Use Permit (SUP)	\$650.00		
<input type="checkbox"/> Minor Special Use Permit (SUP)	\$250.00 plus \$1/property notice required		
<input type="checkbox"/> Temporary Use Permit (TUP)	\$50.00		
<input type="checkbox"/> Variance	\$250.00 plus \$1/property notice required		
<input type="checkbox"/> Site/Development Plan	\$525.00		
<input type="checkbox"/> Landscape Plan	\$300.00		
<input type="checkbox"/> Tree Survey / Preservation Plan	\$475.00		
<input type="checkbox"/> Façade / Building Elevation Plan	\$200.00		
<input type="checkbox"/> Preliminary Plat	\$500.00		
<input type="checkbox"/> Final Plat	\$600.00		
<input type="checkbox"/> Final Plat (Single Lot Residential)	\$200.00		
<input type="checkbox"/> Replat	\$450.00		
<input type="checkbox"/> Amending Plat	\$350.00		
<input type="checkbox"/> Minor Plat	\$600.00		
<input type="checkbox"/> Civil Plan Review – Residential	\$400 plus \$100 per acre over 1 acre*		
<input type="checkbox"/> Civil Plan Review – Commercial	\$600 plus \$100 per acre over 1 acre*		
*first acre is included, acreage will be rounded to nearest whole number			
CURRENT PROPERTY OWNER			
Company:		Name:	
Address:		Phone No:	
		Fax No:	
City:	State:	Zip Code:	E-Mail:
APPLICANT/CONTRACT PURCHASER			
Company:		Name:	
Address:		Phone No:	
		Fax No:	
City:	State:	Zip Code:	E-mail:
AGENT/REPRESENTATIVE			
Company:		Name:	
Address:		Phone No:	
		Fax No:	
City:	State:	Zip Code:	E-mail:
For Administrative Use Only			
Date:	Case Number:	Total Fees Paid: \$	

Consent Form

Project Name: _____

Submittal Date: _____

Application Type (check all that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Rezoning (FBC or RDC()) | <input type="checkbox"/> Planned Development | <input type="checkbox"/> Regulating Plan |
| <input type="checkbox"/> Major Warrant | <input type="checkbox"/> Special Use Permit (SUP) | <input type="checkbox"/> Minor Plat |
| <input type="checkbox"/> Temporary Use Permit (TUP) | <input type="checkbox"/> Variance | <input type="checkbox"/> Site/Development Plan |
| <input type="checkbox"/> Landscape Plan | <input type="checkbox"/> Amenity Plan | <input type="checkbox"/> Tree Survey / Preservation Plan |
| <input type="checkbox"/> Façade / Building Elevation Plan | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Final Plat |
| <input type="checkbox"/> Final Plat – Single Lot Residential | <input type="checkbox"/> Replat | <input type="checkbox"/> Amending Plat |

I hereby give CONSENT to _____ (type, stamp or print clearly full name of agent/representative) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge the property I have an ownership interest in is the subject of this application. I further certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the City of Rowlett, Texas, and will not be returned. I understand that any false, inaccurate or incomplete information provided by me or my agent/representative will result in the denial, revocation or administrative withdrawal of this application, request, approval or permit. I acknowledge that additional information may be required to process this application. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

Current Property Owner Information

Name: _____

Signature: _____

Address: _____

City, State, ZIP: _____

Agent/Representative Information

Name: _____

Address: _____

City, State, ZIP: _____

NOTARY PUBLIC INFORMATION

THE STATE OF TEXAS

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by _____ (name of person acknowledging). He/she is personally known to me or has produced (type of identification) _____ as identification and did/did not take an oath (circle correct response).

(Name - type, stamp or print clearly)

(Signature)

NOTARY'S SEAL OR STAMP

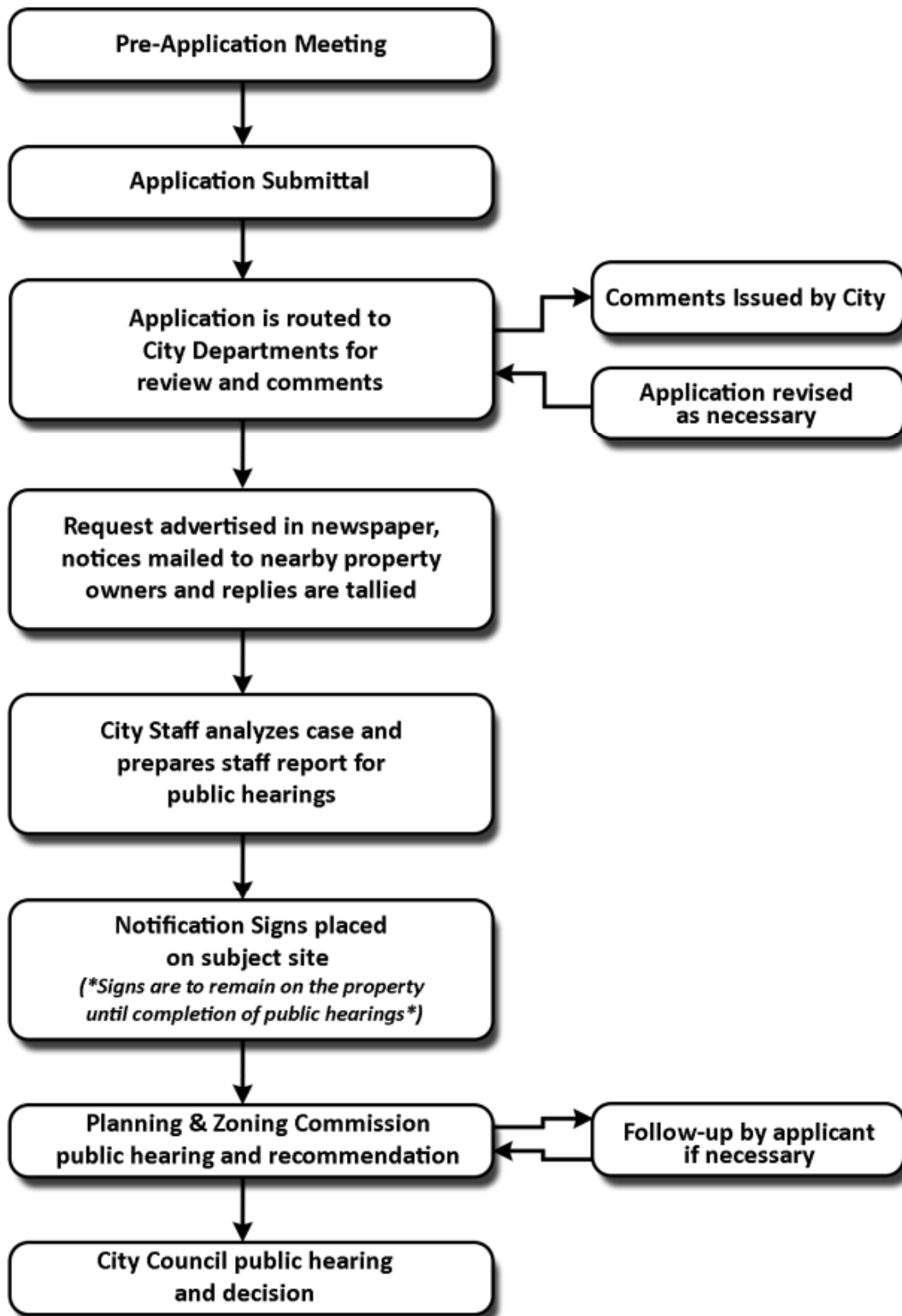
For Administrative Use Only	
Date: _____	Case Number: _____

STANDARD ZONING PROCESS

Zoning Process Summary

- ❑ Zoning Application and associated materials (see Zoning Checklist) are submitted to the Public Works Department by the applicant in accordance with the City's Zoning and Development Schedule. *(The applicant is strongly encouraged to schedule a formal pre-application meeting with City staff prior to submitting a zoning application.)*
- ❑ In accordance with the City's Zoning and Development Schedule, the zoning request is reviewed by City staff, comments regarding the zoning request are made available to the applicant, and the applicant addresses the comments and returns the associated materials.
- ❑ Written Notice of the Public Hearing before the Planning & Zoning Commission is mailed by the City to each property owner within two hundred feet of the property on which the zoning is being requested, as indicated by the most recently approved municipal tax roll. *(Notices are to be postmarked a minimum of fifteen days before the hearing.)*
- ❑ Publication of Notice of the Public Hearing in a newspaper of general circulation will be made at least 10 days prior to the scheduled meeting of the Planning & Zoning Commission, and at least 15 days prior to the scheduled meeting of the City Council.
- ❑ Zoning Signs shall be placed on the subject site in accordance with the requirements in the Rowlett Development Code and listed in the *Zoning Sign Criteria* section of this Handbook.
- ❑ A Public Hearing is held by the Planning & Zoning Commission and City Council to consider and act upon the zoning request. The Planning & Zoning Commission and City Council may approve, deny, or table the request.
- ❑ If the zoning request is approved, an ordinance to enact the zoning will generally be considered by City Council at their next meeting.

Zoning Process Flowchart



STANDARD ZONING CHECKLISTS

Complete Application Checklist—Zoning Requests

All Zoning applications and associated plans are expected to be submitted complete and accurate in all detail as shown by the appropriate checklist(s). Should plans be determined to be incomplete, they may either be returned to the applicant without further review or returned marked with needed changes, depending on the amount/magnitude of changes or corrections needed. Please note that if after three submittals staff determines that significant progress is not being made toward completing plans, a resubmittal fee equal to the original submission fee may be required.

All initial Zoning applications shall be accompanied by the following materials:

- ☐ A fully completed Uniform Development Application.
- ☐ A completed Consent Form either signed by the property owner or accompanied by a signed and notarized letter from the property owner giving the representative the ability to make the application for the owner.
- ☐ A current tax certificate or statement showing that no taxes are due to the City.
- ☐ Payment of all applicable fees (see Schedule of Fees).
- ☐ Two copies of the 24" x 36" exhibits as described on the appropriate checklist(s) for the request being submitted.
- ☐ A compact disc (CD) with electronic copies of the required exhibits in "PDF" format.
- ☐ A copy of the appropriate checklist for the request being submitted, completed and signed by the applicant.

All resubmittals of Zoning applications shall be accompanied by the following materials:

- ☐ Two copies of the 24" x 36" exhibits as described on the appropriate checklist(s) for the request being submitted.
- ☐ A compact disc (CD) with electronic copies of the required exhibits in "PDF" format.
- ☐ A written response to staff's comments. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and accepted for final approval, the following materials will be required:

- ☐ Three copies of the 24" x 36" exhibits previously submitted.
- ☐ Ten copies of 11" x 17" reductions of the exhibits previously submitted
- ☐ A compact disc (CD) with electronic copies of the required exhibits in "PDF" format, and Legal Description and Development Regulations in Microsoft Word and "PDF" format.

Approval criteria outlined in the Rowlett Development Code for each plan type is listed for reference. The location of this information in the Code is also provided.



STANDARD ZONING REQUEST CHECKLIST

Project Name: _____ **Case #** _____

This checklist is provided to assist you in addressing the minimum requirements for a zoning request submission. An application is incomplete unless all applicable information noted below is submitted to the Public Works Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** Return this form at the time of application submittal.

EXHIBIT A – LEGAL DESCRIPTION	
Included	Item Description
<input type="checkbox"/>	8½ x 11 copy of the legal description (metes and bounds) of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating Exhibit “A”. The legal description shall extend to the centerline of adjacent thoroughfares and creeks.
<input type="checkbox"/>	Digital PDF copy of the legal description (metes and bounds).
EXHIBIT B – ZONING EXHIBIT	
Included	Item Description
<input type="checkbox"/>	A title block in the lower right corner that includes large, boldly printed “EXHIBIT B – ZONING EXHIBIT”, that includes project name, subdivision name, lot and block, or survey name, abstract number, Dallas or Rockwall County, submission date, and a log of submittal/revision dates since submitted to the City.
<input type="checkbox"/>	Names, addresses and phone numbers of owner, applicant and surveyor.
<input type="checkbox"/>	Written and bar graph scale and north arrow are indicated. <i>(North shall be oriented to the top or left side of the sheet)</i>
<input type="checkbox"/>	Legend, if abbreviations or symbols are used.
<input type="checkbox"/>	Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	The legal description (metes and bounds) of the area within the zoning request shall be included on the zoning exhibit and signed and sealed by a surveyor.
<input type="checkbox"/>	Distances to nearest cross streets.
<input type="checkbox"/>	Total gross and net acreage of existing and requested zoning.
<input type="checkbox"/>	Existing and requested zoning boundary lines. <i>(Requested zoning district boundary is indicated by a heavy solid line, intermittent with 2 dash lines; dimensioned with bearings and distances)</i>
<input type="checkbox"/>	Abstract lines, survey lines, county lines, corporate boundaries are correctly shown and clearly labeled.
<input type="checkbox"/>	Adjacent property within 200 feet - subdivision name or owner’s name and recording information, land use, future land use plan designation, and zoning.
<input type="checkbox"/>	Location and width of driveways, streets, roads and other thoroughfares within 200 feet of the property.
<input type="checkbox"/>	Location of existing rights-of-way and easements with filing information.
<input type="checkbox"/>	Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property.
<input type="checkbox"/>	If exhibit contains proposed thoroughfares add note: “The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat.”
<input type="checkbox"/>	Topography at five-foot contours or less.
<input type="checkbox"/>	Existing and proposed FEMA-100 year floodplain areas, or a note that no 100-year floodplain exists on the property.
<input type="checkbox"/>	A note that states, “The development of the site will be in accordance with City of Rowlett development standards.”

EXHIBIT C – STATEMENT OF INTENT AND PURPOSE	
Included	Item Description
<input type="checkbox"/>	Description of project uses.
<input type="checkbox"/>	Existing and proposed zoning and land use.
<input type="checkbox"/>	Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations).
<input type="checkbox"/>	<p>Address the approval criteria in Section 77-805.C., outlined below.</p> <ol style="list-style-type: none"> Whether the proposed rezoning corrects an error or meets the challenge of some changing condition, trend, or fact. Whether the proposed rezoning is consistent with the comprehensive plan and the purposes of this Code stated in subchapter 77-103, Purpose of this Code. NOTE: Outside strategic opportunity areas existing zoning as amended and Guiding Principles from the comprehensive plan shall be considered in decisions about rezoning, subdivision and site design throughout the City. Whether the proposed rezoning will protect or enhance the health, safety, morals, or general welfare of the public. Whether the municipality and other service providers will be able to provide sufficient transportation and utility facilities and services to the subject property, while maintaining sufficient levels of service to existing development. NOTE: The City will determine if a Traffic Impact Analysis (TIA) is required. Whether the proposed rezoning is likely to have significant adverse impacts on the natural environment, including air, water, noise, stormwater management, wildlife, and vegetation. Whether the proposed rezoning will have significant adverse impacts on other property in the vicinity of the subject tract. The suitability of the subject property for the existing zoning classification and proposed zoning classification. Whether there is determined to be an excessive proliferation of the use or similar uses. Whether the proposed rezoning will ensure that future uses on the subject tract will be compatible in scale with uses on other properties in the vicinity of the subject tract. The supply of land in the economically relevant area that is in the use district to be applied by the rezoning or in similar use districts, in relation to the demand for that land.

Preparer's Signature: _____



PLANNED DEVELOPMENT REQUEST CHECKLIST

Project Name: _____ **Case #** _____

This checklist is provided to assist you in addressing the minimum requirements for a Planned Development Request submission. An application is incomplete unless all applicable information noted below is submitted to the Public Works Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** Return this form at the time of application submittal.

EXHIBIT A – LEGAL DESCRIPTION	
Included	Item Description
<input type="checkbox"/>	8½ x 11 copy of the legal description (metes and bounds) of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating Exhibit “A”. The legal description shall extend to the centerline of adjacent thoroughfares and creeks.
<input type="checkbox"/>	Digital PDF copy of the legal description (metes and bounds).
EXHIBIT B – ZONING EXHIBIT	
Included	Item Description
<input type="checkbox"/>	A title block in the lower right corner that includes large, boldly printed “EXHIBIT B – ZONING EXHIBIT”, that includes project name, subdivision name, lot and block, or survey name, abstract number, Dallas or Rockwall County, submission date, and a log of submittal/revision dates since submitted to the City.
<input type="checkbox"/>	Names, addresses and phone numbers of owner, applicant and surveyor.
<input type="checkbox"/>	Written and bar graph scale and north arrow are indicated. (North shall be oriented to the top or left side of the sheet)
<input type="checkbox"/>	Legend, if abbreviations or symbols are used.
<input type="checkbox"/>	Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	The legal description (metes and bounds) of the area within the zoning request shall be included on the zoning exhibit and signed and sealed by a surveyor.
<input type="checkbox"/>	Distances to nearest cross streets.
<input type="checkbox"/>	Total gross and net acreage of existing and requested zoning.
<input type="checkbox"/>	Existing and requested zoning boundary lines. (Requested zoning district boundary is indicated by a heavy solid line, intermittent with 2 dash lines; dimensioned with bearings and distances)
<input type="checkbox"/>	Abstract lines, survey lines, county lines, corporate boundaries are correctly shown and clearly labeled.
<input type="checkbox"/>	Adjacent property within 200 feet - subdivision name or owner’s name and recording information, land use, future land use plan designation, and zoning.
<input type="checkbox"/>	Location and width of driveways, streets, roads and other thoroughfares within 200 feet of the property.
<input type="checkbox"/>	Location of existing rights-of-way and easements with filing information.
<input type="checkbox"/>	Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property.
<input type="checkbox"/>	If exhibit contains proposed thoroughfares add note: “The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat.”
<input type="checkbox"/>	Topography at five-foot contours or less.
<input type="checkbox"/>	Existing and proposed FEMA-100 year floodplain areas, or a note that no 100-year floodplain exists on the property.
<input type="checkbox"/>	A note that states, “The development of the site will be in accordance with City of Rowlett development standards.”

Planned Development Request Checklist (page 2)

EXHIBIT C – STATEMENT OF INTENT AND PURPOSE	
Included	Item Description
<input type="checkbox"/>	Description of project uses.
<input type="checkbox"/>	Existing and proposed zoning and land use.
<input type="checkbox"/>	Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations).
<input type="checkbox"/>	<p>Address the approval criteria in Section 77-805.C., outlined below.</p> <ol style="list-style-type: none"> Whether the proposed rezoning corrects an error or meets the challenge of some changing condition, trend, or fact. Whether the proposed rezoning is consistent with the comprehensive plan and the purposes of this Code stated in subchapter 77-103, Purpose of this Code. NOTE: Outside strategic opportunity areas existing zoning as amended and Guiding Principles from the comprehensive plan shall be considered in decisions about rezoning, subdivision and site design throughout the City. Whether the proposed rezoning will protect or enhance the health, safety, morals, or general welfare of the public. Whether the municipality and other service providers will be able to provide sufficient transportation and utility facilities and services to the subject property, while maintaining sufficient levels of service to existing development. NOTE: The City will determine if a Traffic Impact Analysis (TIA) is required. Whether the proposed rezoning is likely to have significant adverse impacts on the natural environment, including air, water, noise, stormwater management, wildlife, and vegetation. Whether the proposed rezoning will have significant adverse impacts on other property in the vicinity of the subject tract. The suitability of the subject property for the existing zoning classification and proposed zoning classification; Whether there is determined to be an excessive proliferation of the use or similar uses. Whether the proposed rezoning will ensure that future uses on the subject tract will be compatible in scale with uses on other properties in the vicinity of the subject tract. The supply of land in the economically relevant area that is in the use district to be applied by the rezoning or in similar use districts, in relation to the demand for that land.
EXHIBIT D – PLANNED DEVELOPMENT STANDARDS	
Included	Item Description
<input type="checkbox"/>	A list of the development standards, if any (whether in the PD Ordinance or in the then-existing ordinances, rules, or regulations of the City that apply to development within the PD District), for which the applicant is seeking amendment by the Council as part of the PD Development Plan approval process. If different standards will be applied to different tracts within the PD, list proposed standards for all tracts separately, label each list of standards, and comparably label the corresponding tracts on the zoning exhibit (Exhibit B).
EXHIBIT E – ZONING CONCEPT PLAN	
Included	Item Description
<input type="checkbox"/>	A title block in the lower right corner that includes large, boldly printed “EXHIBIT E – ZONING CONCEPT PLAN”, project name, subdivision name, lot and block, or survey name, abstract number, Dallas or Rockwall County, submission date, and a log of submittal/revision dates since submitted to the City.
<input type="checkbox"/>	Names, addresses and phone numbers of owner, applicant and surveyor.
<input type="checkbox"/>	Written and bar graph scale and north arrow are indicated. (<i>North shall be oriented to the top or left side of the sheet</i>)
<input type="checkbox"/>	Legend, if abbreviations or symbol are used.
<input type="checkbox"/>	Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	Site Data Summary Table (refer to requirements on page 85 of the Zoning & Development Manual).
<input type="checkbox"/>	Topography at five-foot contours or less.

Planned Development Request Checklist (page 3)

EXHIBIT E – ZONING CONCEPT PLAN (continued)	
Included	Item Description
<input type="checkbox"/>	Site boundaries, bearings and dimensions, site acreage and square footage, and approximate distance to the nearest cross street.
<input type="checkbox"/>	Natural features including tree masses, drainage ways, and creeks.
<input type="checkbox"/>	Existing and proposed FEMA 100-year floodplain with elevation. Include finished floor elevations of all lot adjacent to floodplain. If the site does not contain a floodplain, note that: "No 100-year floodplain exists on the site".
<input type="checkbox"/>	Proposed reclamation of floodplain area(s), if applicable, with acreage.
<input type="checkbox"/>	Subdivision name, zoning, future land use plan designation, recording information and land use description of property adjacent to the subject property.
<input type="checkbox"/>	Assignment of use to specific areas within the plan.
<input type="checkbox"/>	Building sites (including maximum building intensity, density, heights and use restrictions as appropriate). Illustration of the approximate shape and placement of buildings is required for non-residential uses.
<input type="checkbox"/>	Area, use and approximate location of existing and proposed structures. Existing structures, whether to remain or be removed, should be included.
<input type="checkbox"/>	Thoroughfares as depicted on the Master Thoroughfare Plan (MTP) within and adjacent to the site are accurately located, named and dimensioned. <i>Existing thoroughfares shown as a light weight solid line; proposed shown as a medium weight solid line.</i>
<input type="checkbox"/>	Existing and proposed public streets and private drives with pavement widths, rights-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with approximate dimensions. <i>Existing street to be shown as a light, solid line; proposed shown as a medium weight solid line.</i>
<input type="checkbox"/>	If concept plan contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."
<input type="checkbox"/>	Phases of development, including delineation of areas, building sites, land use and other improvements to be constructed in independent phases.
<input type="checkbox"/>	Proposed dedications and reservations of land for public use including but not limited to: rights-of-way, easements, park land, open space, drainage ways, floodplains and facility sites.
<input type="checkbox"/>	Distances (measured edge to edge) between existing and proposed driveways and streets.
<input type="checkbox"/>	Existing or proposed easements (utility, drainage, visibility and maintenance, etc.).
<input type="checkbox"/>	A note that states, "Deviations from current development standards/regulations not specifically addressed/listed for approval as part of Planned Development Regulations may require a hearing/approval by the Board of Adjustment (BOA)."
<input type="checkbox"/>	A note that states, "All current development requirements of the City as amended shall be met unless approved otherwise within these Planned Development Zoning District Development Regulations."
<input type="checkbox"/>	A note that states, "This Zoning Concept Plan is for illustrative purposes only and subject to change. This Zoning Concept Plan, along with development regulations, is intended to describe the intent of the Planned Development. Significant deviations from this Zoning Concept Plan, as determined by the Director of Planning, will require an amendment to the Zoning Concept Plan and, as necessary, the development regulations."
<input type="checkbox"/>	Additional information as requested by the City to clarify the proposed development and compliance with minimum development requirements.
EXHIBIT F – DEVELOPMENT SCHEDULE	
Included	Item Description
<input type="checkbox"/>	A brief summary describing the proposed development schedule for the planned development.

Preparer's Signature: _____



SPECIAL USE PERMIT (SUP)

CHECKLIST

Project Name: _____ **Case #** _____

This checklist is provided to assist you in addressing the minimum requirements for a Special Use Permit (SUP). An application is incomplete unless all applicable information noted below is submitted to the Public Works Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** Return this form at the time of application submittal.

EXHIBIT A – LEGAL DESCRIPTION	
Included	Item Description
<input type="checkbox"/>	8½ x 11 copy of the legal description (metes and bounds) of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating Exhibit “A”. The legal description shall extend to the centerline of adjacent thoroughfares and creeks.
<input type="checkbox"/>	Digital PDF copy of the legal description (metes and bounds).
EXHIBIT B – ZONING EXHIBIT	
Included	Item Description
<input type="checkbox"/>	A title block in the lower right corner that includes large, boldly printed “EXHIBIT B – ZONING EXHIBIT”, that includes project name, subdivision name, lot and block, or survey name, abstract number, Dallas or Rockwall County, submission date, and a log of submittal/revision dates since submitted to the City.
<input type="checkbox"/>	Names, addresses and phone numbers of owner, applicant and surveyor.
<input type="checkbox"/>	Written and bar graph scale and north arrow are indicated. <i>(North shall be oriented to the top or left side of the sheet)</i>
<input type="checkbox"/>	Legend, if abbreviations or symbol are used.
<input type="checkbox"/>	Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	The legal description (metes and bounds) of the area within the zoning request shall be included on the zoning exhibit and signed and sealed by a surveyor.
<input type="checkbox"/>	Distances to nearest cross streets.
<input type="checkbox"/>	Total gross and net acreage of existing and requested zoning.
<input type="checkbox"/>	Existing and requested zoning boundary lines. <i>(Requested zoning district boundary is indicated by a heavy solid line, intermittent with 2 dash lines; dimensioned with bearings and distances)</i>
<input type="checkbox"/>	Abstract lines, survey lines, county lines, corporate boundaries are correctly shown and clearly labeled.
<input type="checkbox"/>	Adjacent property within 200 feet - subdivision name or owner’s name and recording information, land use, future land use plan designation, and zoning.
<input type="checkbox"/>	Location and width of driveways, streets, roads and other thoroughfares within 200 feet of the property.
<input type="checkbox"/>	Location of existing rights-of-way and easements with filing information.
<input type="checkbox"/>	Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property.
<input type="checkbox"/>	If exhibit contains proposed thoroughfares add note: “The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat.”
<input type="checkbox"/>	Topography at five-foot contours or less.
<input type="checkbox"/>	Existing and proposed FEMA-100 year floodplain areas, or a note that no 100-year floodplain exists on the property.
<input type="checkbox"/>	A note that states, “The development of the site will be in accordance with City of Rowlett development standards.”

SUP Checklist (page 2)

EXHIBIT C – STATEMENT OF INTENT AND PURPOSE	
Included	Item Description
<input type="checkbox"/>	Description of project uses.
<input type="checkbox"/>	Existing and proposed zoning and land use.
<input type="checkbox"/>	Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations).
<input type="checkbox"/>	<p>Address the approval criteria in Section 77-206.D, outlined below.</p> <ol style="list-style-type: none"> 1. The proposed special use permit is consistent with the comprehensive plan and other infrastructure-related plans, all applicable provisions of this Code, and applicable state and federal regulations; NOTE: Outside strategic opportunity areas existing zoning as amended and Guiding Principles from the comprehensive plan shall be considered in decisions about rezoning, subdivision and site design throughout the City. 2. The proposed special use permit is consistent with the purpose and intent of the zoning district in which it is located; 3. Whether the proposed special use permit meets the challenge of some changing condition, trend, or fact; 4. Whether the proposed special use permit will protect or enhance the health, safety, morals, or general welfare of the public; 5. Whether the municipality and other service providers will be able to provide sufficient transportation and utility facilities and services to the subject property, while maintaining sufficient levels of service to existing development; NOTE: The City will determine if a Traffic Impact Analysis (TIA) is required. 6. Whether the proposed special use permit is consistent with or will have significant adverse impacts on other property in the vicinity of the subject tract; and 7. The suitability of the subject property for the existing zoning and the proposed use sought by the special use permit.
EXHIBIT D – ZONING CONCEPT PLAN	
Included	Item Description
<input type="checkbox"/>	A title block in the lower right corner that includes large, boldly printed “EXHIBIT D – ZONING CONCEPT PLAN”, that includes project name, subdivision name, lot and block, or survey name, abstract number, Dallas or Rockwall County, submission date, and a log of submittal/revision dates since submitted to the City.
<input type="checkbox"/>	Names, addresses and phone numbers of owner, applicant and surveyor.
<input type="checkbox"/>	Written and bar graph scale and north arrow are indicated. (North shall be oriented to the top or left side of the sheet)
<input type="checkbox"/>	Legend, if abbreviations or symbol are used.
<input type="checkbox"/>	Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	Site Data Summary Table (refer to requirements on page 71 of the Zoning & Development Manual).
<input type="checkbox"/>	Site boundaries, bearings and dimensions, site acreage and square footage, and approximate distance to the nearest cross street.
<input type="checkbox"/>	Topography at two-foot contours or less.
<input type="checkbox"/>	Natural features including tree masses, drainage ways, and creeks.
<input type="checkbox"/>	Existing and proposed FEMA 100-year floodplain with elevation. Include finished floor elevations of all lot adjacent to floodplain. If the site does not contain a floodplain, note that: “No 100-year floodplain exists on the site”.
<input type="checkbox"/>	Proposed reclamation of floodplain area(s), if applicable, with acreage.
<input type="checkbox"/>	Subdivision name, zoning, future land use plan designation, recording information and land use description of property adjacent to the subject property.
<input type="checkbox"/>	Assignment of use to specific areas within the plan.

SUP Checklist (page 3)

EXHIBIT D – ZONING CONCEPT PLAN (continued)	
Included	Item Description
<input type="checkbox"/>	Building sites (including maximum building intensity, density, heights and use restrictions as appropriate). Illustration of the approximate shape and placement of buildings is required for non-residential uses.
<input type="checkbox"/>	Area, use and approximate location of existing and proposed structures. Existing structures, whether to remain or be removed, should be included.
<input type="checkbox"/>	Thoroughfares as depicted on the Master Thoroughfare Plan (MTP) within and adjacent to the site are accurately located, named and dimensioned. <i>Existing thoroughfares to be shown as a light, solid line; proposed shown as a medium weight solid line.</i>
<input type="checkbox"/>	Existing and proposed public streets and private drives with pavement widths, rights-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with approximate dimensions. <i>Existing streets to be shown as a light, solid line; proposed shown as a medium weight solid line.</i>
<input type="checkbox"/>	If concept plan contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."
<input type="checkbox"/>	Phases of development, including delineation of areas, building sites, land use and other improvements to be constructed in independent phases.
<input type="checkbox"/>	Proposed dedications and reservations of land for public use including but not limited to: rights-of-way, easements, park land, open space, drainage ways, floodplains and facility sites.
<input type="checkbox"/>	Distances (measured edge to edge) between existing and proposed driveways and streets.
<input type="checkbox"/>	Existing or proposed easements (utility, drainage, visibility and maintenance, etc.).
<input type="checkbox"/>	Existing and proposed utilities and fire hydrants.
<input type="checkbox"/>	Proposed detention areas.
<input type="checkbox"/>	Conceptual detail of landscaping including islands with dimensions and open space areas with dimensions and square footage.
<input type="checkbox"/>	Parking areas and structures, including the number and layout of standard spaces, angle of parking if other than 90 degrees, handicap spaces, drive aisles, loading and unloading areas, the location of ramps, crosswalks, sidewalks, and barrier free ramps with typical dimensions.
<input type="checkbox"/>	A note is included that states, "The development of the site will be in accordance with City of Rowlett development standards."
<input type="checkbox"/>	A note is included that states, "All current development requirements of the City as amended shall be met unless otherwise approved."
<input type="checkbox"/>	Additional information as requested by the City to clarify the proposed development and compliance with minimum development requirements.

Preparer's Signature: _____



MINOR SPECIAL USE PERMIT (SUP) CHECKLIST

Project Name: _____ Case #: _____

This checklist is provided to assist you in addressing the minimum requirements for a Minor Special Use Permit (SUP) submission. An application is incomplete unless all applicable information noted below is submitted to the Department of Public Works. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** Return this form at the time of application submittal.

EXHIBIT A – CONCEPT PLAN <i>Note: Concept Plan may be provided using an aerial photo or survey of subject site.</i>	
Included	Item Description
<input type="checkbox"/>	A title block in the lower right corner that includes large, boldly printed “EXHIBIT A –CONCEPT PLAN”, that includes name of business, subdivision name, lot and block, or survey name, abstract number, Dallas or Rockwall County, and submission date.
<input type="checkbox"/>	Names, addresses and phone numbers of owner and applicant.
<input type="checkbox"/>	Land use/s proposed (building footprint/s are to be graphically shown).
<input type="checkbox"/>	Project location and dimensions or lease space size.
<input type="checkbox"/>	Parking count required and specified per use/s with required ratio indicated (include all uses in the building) – they may be provided by property manager.
<input type="checkbox"/>	Photos of project site.
<input type="checkbox"/>	If a structure is proposed, or proposed to remain, the use, approximate location, and square footage of each building is provided.
<input type="checkbox"/>	If a new structure is proposed, the building drawings, dimensions, materials are provided.
<input type="checkbox"/>	Other pertinent data as may be required by City staff, Planning and Zoning Commission, and/or City Council.
EXHIBIT B – STATEMENT OF INTENT AND PURPOSE	
<input type="checkbox"/>	Description of project uses.
<input type="checkbox"/>	Existing and proposed zoning and land use.
<input type="checkbox"/>	<p>Address the approval criteria in Section 77-206.D, outlined below.</p> <ol style="list-style-type: none"> 1. The proposed special use permit is consistent with the comprehensive plan and other infrastructure-related plans, all applicable provisions of this Code, and applicable state and federal regulations; NOTE: Outside strategic opportunity areas existing zoning as amended and Guiding Principles from the comprehensive plan shall be considered in decisions about rezoning, subdivision and site design throughout the City. 2. The proposed special use permit is consistent with the purpose and intent of the zoning district in which it is located; 3. Whether the proposed special use permit meets the challenge of some changing condition, trend, or fact; 4. Whether the proposed special use permit will protect or enhance the health, safety, morals, or general welfare of the public; 5. Whether the municipality and other service providers will be able to provide sufficient transportation and utility facilities and services to the subject property, while maintaining sufficient levels of service to existing development; 6. Whether the proposed special use permit is consistent with or will have significant adverse impacts on other property in the vicinity of the subject tract; and 7. The suitability of the subject property for the existing zoning and the proposed use sought by the special use permit.

Preparer’s Signature: _____



TEMPORARY USE PERMIT (TUP) CHECKLIST

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Temporary Use Permit. An application is incomplete unless all applicable information noted below is submitted to the Department of Public Works. Indicate that all information is included in the submittal by checking the box next to the required information. Checking the box certifies to the City that you have completely and accurately addressed the issue. Return this form at the time of application submittal.

All temporary use requests must be in accordance with **Section 77-304 and 77-810 of the Rowlett Development Code**. Furthermore, please note that any temporary use permit or authorized by the Department of Public Works does not relieve the applicant/property owner from obtaining any other required permits such as building permit from the City of Rowlett Building Department or temporary food permit from the City of Rowlett Environmental Services Department.

EXHIBIT A – SITE PLAN	
Included	Item Description
<input type="checkbox"/>	A specific site plan drawn to scale showing the specific dimensions and arrangement of the proposed temporary use including any planned temporary buildings, tents, or structures and their fire ratings
<input type="checkbox"/>	Provisions for parking, water service and sanitary sewer if applicable.
EXHIBIT B – STATEMENT OF INTENT AND PURPOSE	
<input type="checkbox"/>	The type of temporary use requested,
<input type="checkbox"/>	The specific time period for which the applicant is requesting temporary use
<input type="checkbox"/>	Types of items to be sold or displayed
<input type="checkbox"/>	Why the use is needed or will be beneficial for the community for a short period of time
<input type="checkbox"/>	Any negative impacts the use might have and how these impacts will be addressed
<input type="checkbox"/>	Letters of support from adjoining property owners concerning this application (optional).

Preparer's Signature: _____



BOARD OF ADJUSTMENT / VARIANCE REQUEST CHECKLIST

Project Name: _____ Case # _____

This checklist is provided to assist you in addressing the minimum requirements for a Variance Request submission. An application is incomplete unless all applicable information noted below is submitted to the Department of Public Works. Indicate that all information is included in the submittal by checking the box next to the required information. Checking the box certifies to the City that you have completely and accurately addressed the issue. Return this form at the time of application submittal.

All variance requests must be in accordance with **Section 77-812 of the Rowlett Development Code**. Furthermore, please note that any variance, waiver, or appeal of administrative decision granted or authorized by the Board of Adjustment does not relieve the applicant/property owner from obtaining a building permit from the City of Rowlett Building Department.

Section 77-812.B.Variance defined. *"A variance is an exemption from the literal terms of a zoning ordinance that avoids an unnecessary hardship caused by special conditions associated with the property. The unnecessary hardship must be unique to the property, arising from topographical, geographical, physical or dimensional features of the property, and not to the owner or occupant. A variance is appropriate in unique circumstances to allow limited exemptions from setbacks, lot width, lot depth, lot coverage, floor area ratio, sidewalks, home size, lot size, signs and similar regulations and shall not be granted if based on market conditions, economic factors, or profitability, marketability or feasibility of development on the property. A variance shall not be granted if contrary to the public interest, and if granted, the spirit of the regulations must be observed and substantial justice done."*

REQUIRED INFORMATION	
Included	Item Description
<input type="checkbox"/>	A written narrative describing the following: <ul style="list-style-type: none"> ○ Description of the variance / waiver / or appeal (circle one) requested. Please state the variance or waiver in feet and/or tenth of feet. ○ Description of how the request will not be contrary to the public interest. ○ Due to special conditions, a literal enforcement of the provisions of the Zoning Ordinance WILL RESULT IN UNNECESSARY HARDSHIP, as follows (What is the special condition and what is the hardship?). ○ How this request complies with the spirit of the Zoning Ordinance. ○ How substantial justice will be done by granting this application. ○ How the appropriate use of the neighboring property will not be substantially injured.
<input type="checkbox"/>	A statement indicating that you have been personally informed of all requirements listed in the Zoning Ordinance of the City of Rowlett regarding the variance, waiver, or appeal of administrative decision being sought.
<input type="checkbox"/>	A plot plan of the property on which the variance or waiver is sought together with a design of the area which is contrary to the terms of the Zoning Ordinance.
<input type="checkbox"/>	Letters of petition from adjoining property owners concerning this application (optional).

Preparer's Signature: _____

STANDARD DEVELOPMENT PROCESS

Development Process Summary

☐ **Application and Review of a Preliminary Plat**

A Uniform Development Application and associated materials (see Preliminary Plat checklist) are submitted to the Public Works Department by the applicant in accordance with the City's Zoning and Development Schedule. Please note that the Director of Development Services may waive the requirement for a preliminary plat when: 1) The proposed subdivision will occur in only one logical manner because of the nature of the property; and/or 2) The subdivision does not propose a phased development. *(Note: All zoning approvals must be obtained prior to the submittal of a Preliminary Plat Application. The applicant is strongly encouraged to schedule a formal pre-application meeting with City staff prior to beginning the Development Process if a zoning approval was not required as part of the proposed development.)*

In accordance with the City's Zoning and Development Schedule, the application and associated plans are reviewed by City staff, comments regarding the plans are made available to the applicant, and the applicant addresses the comments and returns the corrected plans to the Public Works and Development Department. Should any staff comments not be addressed by the applicant, the applicant will be notified of the outstanding comments. Corrected plans must be returned to the Public Works and Development Department a minimum of 14 days prior to the next scheduled Planning & Zoning Commission Meeting.

☐ **Action on Plans by the Planning & Zoning Commission**

After the review process is complete, the Preliminary Plat will be scheduled for consideration by the Planning & Zoning Commission. The approval of a Preliminary Plat is the City's authorization for the applicant to submit a Final Plat and associated plans for the project. The Final Plat will be subject to meeting all approval conditions of the Preliminary Plat.

☐ **Development Plan Application**

A Uniform Development Application and applicable associated materials (See Site Plan, Landscape Plan, Façade/Building Elevation Plan, Tree Survey/Preservation Plan, and Amenity Plan checklists) are submitted to the Public Works and Development Department by the applicant. A Development Plan may be approved administratively provided the plans meet the minimum requirements set forth in the Rowlett Development Code. Any deviations or variances from the minimum requirements shall be reviewed by the appropriate review body as defined in the Rowlett Development Code.

☐ **Civil Engineering Plans**

A Uniform Development Application and applicable associated materials (see Engineering Checklist is on page 58 of this packet). These plans must be accepted prior to the approval and acceptance of the final plat. Engineering plan release and final plat approval must be completed before the Pre-Construction Meeting and beginning of grading or construction.

☐ **Application and review of a Final Plat**

A Uniform Development Application and associated materials (see Final Plat and other appropriate checklists) are submitted to the Public Works Department by the applicant in accordance with the City's Zoning and Development Schedule.

In accordance with the City's Zoning and Development Schedule, the application and associated plans are reviewed by City staff, comments regarding the plans are made available to the applicant, and the applicant addresses the comments and returns the corrected plans to the Public Works and Development Department. Should any staff comments not be addressed by the applicant, the applicant will be notified of the outstanding comments. Corrected plans must be returned to the Public Works and Development Department a minimum of 14 days prior to the next scheduled Planning & Zoning Commission Meeting.

Development Process Summary (continued)

☐ **Action on Plans by the Planning & Zoning Commission**

Once all review comments on the Final Plat are satisfied, the Final Plat will be scheduled for consideration by the Planning & Zoning Commission (or administratively approved if permitted pursuant to Rowlett Development Code). Approval of a Final Plat is the City's authorization to start construction once all of the following conditions have been completed:

- All plans are revised to the satisfaction of all City staff;
- All approval conditions of the Final Plat are met; and
- A pre-construction meeting has been held.

☐ **Assessment of impact fees and park pro rata fees**

Impact fees are assessed in accordance with the City's schedule of fees. Impact and park pro rata fees must be paid prior to the issuance of a building permit.

☐ **Construction release**

Once all plans are revised to the satisfaction of all City staff and meet all approval conditions of the Final Plat, a Construction Release will be authorized by the City and the project will be eligible for a pre-construction meeting.

☐ **Signature and filing of the Final Plat**

Upon approval of the final plat by the Planning and Zoning Commission,, the Final Plat will be signed by the City. The developer will file the plat at the County and return one 24" x 36" original filed mylar, and five 24" x 36" copies of the filed plat to the City. The final plat must be recorded and the required copies returned to the city within 180 days of final approval or the approval is null and void.

☐ **Pre-Construction meeting**

A Pre-Construction meeting may be scheduled by contacting the Regulatory Engineer at (972) 412-6286. Payment of inspection fees (4% of construction costs of public improvements) is due at the Pre-Construction meeting.

☐ **Construction**

Following the pre-construction meeting, site construction may commence.

☐ **Construction inspections**

Grading, utility, street, and other inspections may be scheduled by contacting the assigned construction inspector. A 24-hour notice is required.

☐ **Preliminary Inspection**

Once construction is complete, a Preliminary Inspection may be scheduled by contacting the Assistant City Engineer at (972) 412-6286. A 3-day notice is required. In addition, a landscape inspection must be scheduled by contacting the Public Works Department at (972) 412-6287. The Preliminary Inspection will:

- Include a final walk-through coordinated with Construction Inspector assigned to project. The Construction Inspector will contact and coordinate with Planning Division (for landscape requirements), Water Utilities Department, and Streets Department;
- Address outstanding punch list items; and
- Record drawings required.

Development Process Summary (continued)

☐ Submittal of final acceptance materials

The following materials must be submitted to the City prior to acceptance of subdivision improvements by the City Council:

- One black line set of as-built / record plans
- Three compact discs (CDs) of the as-built / record plans and an address plat (include CAD, TIFF and "PDF" versions on each CD)
- An affidavit of construction costs
- Final pay estimate of public improvements
- Two 24" x 36" copies of the Final Plat with addresses added and ten copies of 12" x 18" reductions of addressed plat
- Copies of the Final Plat to be filed with owner, surveyor, and notary signatures (no addresses)
- Topographic survey depicting compliance with approved grading plan with any variance shown on the Civil Plan set. Engineer of record needs to verify that topographic survey is in compliance with approved grading plan.
- Payment of Park Dedication and Improvement fees (residential only)
- Final cost estimates for all public improvements to be constructed at a later date (may include sidewalks, left turn lanes, median openings, deceleration lanes, street lights, landscaping, etc...) accompanied by a two-year maintenance bond at 20% of public improvements
- Escrow funds for required improvements to be constructed at a later date (may include sidewalks, left turn lanes, median openings, deceleration lanes, street lights, landscaping, etc...)
- Payment for one year of street light operating costs (for all publicly maintained street lights)

☐ Final acceptance of subdivision improvements by the City Staff

After final inspection, the City shall notify the Developer in writing as to the City's acceptance or rejection of the construction. The City shall reject such construction only if it fails to comply with the standards and specifications contained herein or otherwise existing. If the City accepts the construction, the final acceptance letter stating that the requirement standards for the City of Rowlett have been met and that the public improvements and dedications have been approved, shall be given to the Developer. As part of this process maintenance bonds and public improvements are formally accepted by City Council.

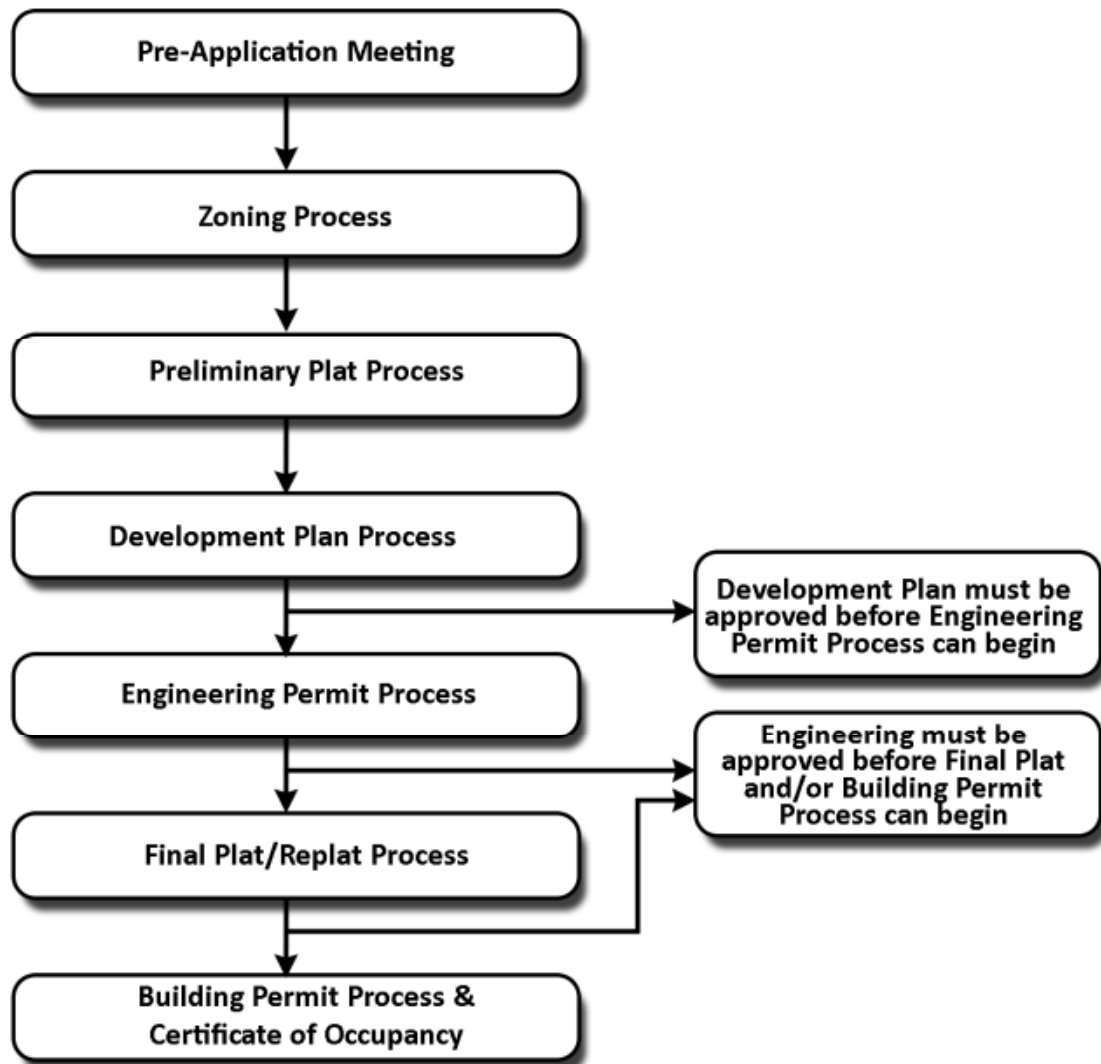
☐ Payment of impact fees

Impact fees are paid in accordance with the City's schedule of fees.

☐ Issuance of building permits

Building permits may be issued following the filing of the Final Plat, payment of impact fees, and approval of a building permit.

Development Process Flowchart



STANDARD DEVELOPMENT CHECKLISTS

Complete Application Checklist—Plat Requests

All Plat applications and associated plans are expected to be submitted complete and accurate in all detail as shown by the appropriate checklist(s). Should plans be determined to be incomplete, they may either be returned to the applicant without further review or returned marked with needed changes, depending on the amount/magnitude of changes or corrections needed. All Plat applications shall abide by the requirements contained herein and be approved based on the approval criteria in the Rowlett Development Code references and included herein. Please note that if after three submittals staff determines that significant progress is not being made toward completing plans, a resubmittal fee equal to the original submission fee may be required.

All initial Plat applications shall be accompanied by the following materials:

- ☐ A fully completed Uniform Development Application.
- ☐ A completed Consent Form either signed by the property owner or accompanied by a signed and notarized letter from the property owner giving the representative the ability to make the application for the owner.
- ☐ A current tax certificate or statement showing that no taxes are due to the City.
- ☐ Payment of all applicable fees (see Schedule of Fees).
- ☐ Two copies of the 24" x 36" plat, not greater than 60-ft to the inch.
- ☐ One 8½" x 11" hardcopy reduction of the plat.
- ☐ A compact disc (CD) with electronic copies of the required exhibits in "PDF" format.
- ☐ A copy of the appropriate checklist for the request being submitted, completed and signed by the applicant.
- ☐ A letter requesting any exception or modification to a regulation and why that issue was not addressed.

All resubmittals of Plat applications shall be accompanied by the following materials:

- ☐ Two copies of the 24" x 36" exhibits as described on the appropriate checklist(s) for the request being submitted.
- ☐ A compact disc (CD) with electronic copies of the required exhibits in "PDF" format
- ☐ A written response to staff's comments. Please note that revised plats will not be accepted without a written response.

When staff has determined the plat is complete and accepted for final approval, the following materials will be required:

- ☐ One copy of the 24" x 36" plat.
- ☐ One 8½" x 11" hardcopy reduction of the plat.
- ☐ A compact disc (CD) with electronic copies of the plat in both "PDF" and "DWG" formats.

Complete Application Checklist—Plat Requests (continued)

Notes

If a Facilities Agreement is required, such shall be approved by the City Council, and should be coordinated through the Department of Public Works at 972-412-6287.

Please note the signature requirements for Final Plats regarding mortgage holders, etc. At the submission of the approved Final Plat, prior to release of the Final Plat for filing with the respective county, the city shall require the following:

- ☐ A certified copy of the Deed or Deed of Trust on file at the County Clerk's office, showing the owner of the property and, as applicable, the lien or mortgage holder(s) of the property to be platted. If the property was recently purchased and a copy of the Deed or Deed of Trust is not on file with the respective County, a signed and notarized copy of the Deed or Deed of Trust; and
- ☐ A notarized Title Certificate issued within 14 days of Final Plat Approval.

When a Final Plat Is Determined Correct and Ready for Filing

Important: If a filed plat is not filed with the County within 180 days following approval, the approval is null & void.

City Requirements:

- ☐ 1 – 24"x36" mylar with original seals and signatures, stamped with County recording information.
- ☐ 5 – 24"x36" blackline copies of the recorded plat.
- ☐ A digital copy in DWG format. (NOTE: Plat will not be released for filing until Autocad File Received).

Dallas County Plat Recording Requirements (Verify with Dallas County Clerk at 214-653-7131)

- ☐ 2 – 24"x36" blacklines with original seals and signatures.
- ☐ 1 – Original tax certificate for the platted property. (Tax certificates from Dallas County and Garland ISD.)

Rockwall County Plat Recording Requirements (Verify with Rockwall County Clerk at 972-882-0220)

- ☐ 2 – 18"x24" mylars with original seals and signatures.
- ☐ 1 – Original tax certificate for the platted property for Dallas County.
- ☐ 1 – Original tax certificate for the platted property for Rockwall County.



PRELIMINARY PLAT CHECKLIST

Project Name: _____ Case # _____

This checklist is provided to assist you in addressing the minimum requirements for Preliminary Plat submission. Confirm that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** This completed form must be returned at the time of application submittal.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided both directly on the plan and on a separate letterhead with sufficient details so as to allow a determination to be made by the appropriate approving body. Reference shall be made to the specific requirement and or corresponding Code/Ordinance section.

Plans are to be submitted complete in all detail as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or returned marked with needed changes. In addition to meeting all requirements in the checklist plans will be evaluated based on the listed approval criteria from Section 77-806.C.6 of the Rowlett Development Code

A Tree Survey/Preservation Plan is also required as part of the submittal requirements with and at the time of Preliminary Plat submittal. Refer to the Development Plan Application packet for the needed application and checklist.

PRELIMINARY PLAT REQUIREMENTS	
Included	Item Description
<input type="checkbox"/>	I have made the decision NOT to waive the statutory time limits (30 days) in accordance with Section 212 of the Texas Local Government Code. I understand and acknowledge that the City may DENY my Plat Application if not complete as determined by staff within the 30-day time period. (Checking the box does not waive the time limit.)
<input type="checkbox"/>	Property boundary is indicated by a heavy solid line, intermittent with 2 dashed lines; dimensioned with bearing and distance.
<input type="checkbox"/>	Front and exterior side or corner setback lines are shown as a light dashed line and labeled.
<input type="checkbox"/>	Location map clearly showing the location of the proposed Preliminary Plat with cross streets. Indicate scale or not to scale (NTS) and north arrow.
<input type="checkbox"/>	Written and bar graph scale, 1"=20' unless previously approved by staff, and north arrow are indicated. North shall be oriented to the top or left side of the sheet.
<input type="checkbox"/>	Abstract lines, survey lines, county lines, and corporate boundaries are shown and clearly labeled.
<input type="checkbox"/>	A title block is provided in the lower right corner that includes large, boldly printed: (SUBDIVISION NAME) PRELIMINARY PLAT LOT(S) _____, BLOCK(S) _____ (survey, abstract and tract number) If a replat, include: REPLAT OF LOT(S) _____, BLOCK(S) _____
<input type="checkbox"/>	The owner and surveyor's names, addresses and phone numbers, gross area, submission date, and a log of submittal/revision dates since submitted to the City.

Preliminary Plat Checklist (page 2)

PRELIMINARY PLAT REQUIREMENTS (continued)	
Included	Item Description
<input type="checkbox"/>	If the proposal is a replat or amending plat, the existing lot numbers and block numbers or letters are shown as light dotted lines, with lot number designation followed by R for Replats or an A for Amending Plats.
<input type="checkbox"/>	Location of property lines, owner or subdivision name(s) and recording information of abutting properties is indicated. Unplatted property or any streets or alleys within a 200-ft radius of subject property are shown and identified/labeled as appropriate.
<input type="checkbox"/>	Abutting properties are indicated by a light solid line.
<input type="checkbox"/>	Existing boundary of adjacent street, alley rights-of-way and boundaries of right-of-way (ROW) dedication are indicated by a medium weight solid line; intermittent with two dashed lines, street names are labeled, and ROW widths are dimensioned.
<input type="checkbox"/>	Medians, median openings, turn lanes, deceleration/acceleration lanes and stacking distance is indicated within 200 feet of the property. The entire median, left-turn lane and/or deceleration lane and median opening serving a site is shown.
<input type="checkbox"/>	Existing and proposed internal alleys and streets are indicated by a medium weight solid line, intermittent with two dashed lines and dimensioned.
<input type="checkbox"/>	Internal lot lines are clearly indicated, shown to scale, and labeled with bearings and distances.
<input type="checkbox"/>	Each lot is dimensioned and the square footage of each lot is indicated.
<input type="checkbox"/>	Each lot is numbered and block groups are assigned a letter. Homeowner's Association and other open space areas are identified with tract number.
<input type="checkbox"/>	The location of existing underground and above ground utilities, flood plain boundaries and state or federally protected areas, such as wetlands, are indicated.
<input type="checkbox"/>	The location of existing structures or other features proposed to remain are indicated by a light, solid line, and those proposed for removal are indicated by a light, dashed line.
<input type="checkbox"/>	Existing easements are indicated by a light, dashed line and labeled indicating dimension, purpose and County recording information.
<input type="checkbox"/>	Location, dimension, and purpose of proposed easements are indicated by a medium-weight, dashed line. Required and proposed ingress/egress or access easements are shown, clearly labeled and tied down, as appropriate.
<input type="checkbox"/>	Existing zoning is shown.
<input type="checkbox"/>	Location and area of parks, drainage ways, creeks and open space is indicated and labeled.
<input type="checkbox"/>	Legal description/metes and bounds description is included.
<input type="checkbox"/>	Include any notes required by the various affected agencies/utilities.
<input type="checkbox"/>	Residential minor streets shall be designed and platted so that no street segment shall have a straight line for more than 1,000 feet before altering its course by at least 20 degrees.
<input type="checkbox"/>	Sites to be reserved or dedicated for parks, playgrounds and/or other public uses are indicated and labeled.
<input type="checkbox"/>	Preliminary utility (water and sewer) plans are included with this submittal.
<input type="checkbox"/>	Contours are indicated with intervals of two (2) feet for property five acres or less and five (5) feet for property more than five acres.
<input type="checkbox"/>	A note that states whether or not the property is in the 100-year flood plain, with the FIRM Community Panel reference number and map date.
<input type="checkbox"/>	The purpose of a Replat or Amending Plat is stated on the face of the plat document.

Preliminary Plat Checklist (page 3)

PRELIMINARY PLAT REQUIREMENTS (continued)	
Included	Item Description
<input type="checkbox"/>	Provide a separate closure report for the plat.
<input type="checkbox"/>	Point of Beginning shall be shown with the State Plane Coordinates NAD 83 USA, Texas, North Central Zone and tie into the City of Rowlett Geodetic network, show at least two benchmarks on Plat.
<input type="checkbox"/>	<p>A note shall be added to the plat stating:</p> <p style="padding-left: 40px;">“Preliminary Plat - For Inspection Purposes Only.”</p> <p style="padding-left: 40px;">“Approved for Preparation of Final Plat”</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>_____</p> <p>Chairman, City of Rowlett, Planning and Zoning Commission</p> </div> <div style="width: 35%;"> <p>_____</p> <p>Date</p> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>_____</p> <p>Director of Development Services</p> </div> <div style="width: 35%;"> <p>_____</p> <p>Date</p> </div> </div>
APPROVAL CRITERIA <i>Section 77-806.C.6</i> The planning and zoning commission may approve a preliminary or final plat for subdivision plans only if it finds that the plat:	
<ol style="list-style-type: none"> 1. Conforms to Chapter 77-600, Subdivision and land development, and any regulations adopted pursuant to that chapter. 2. Promotes the public health, safety and welfare. 3. Provides for the proper arrangement of streets in relation to existing or proposed streets. 4. Provides for the efficient movement of vehicular and pedestrian traffic. 5. Ensures adequate and properly placed utilities. 6. Provides access for firefighting apparatus as determined by the fire marshal. 7. Provides light and air and avoids congestion. 8. Facilitates the orderly and efficient layout and use of the land. 9. Furthers the goals and policies of the comprehensive plan and the city council. 	

Preparer's Signature: _____



FINAL PLAT CHECKLIST

Project Name: _____ Case # _____

This checklist is provided to assist you in addressing the minimum requirements for Final Plat submission. An application is incomplete unless all applicable information noted below is submitted to the Public Works Department. Confirm that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** This completed form must be returned at the time of application submittal.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided both directly on the plan and on a separate letterhead with sufficient details so as to allow a determination to be made by the appropriate approving body. Reference shall be made to the specific requirement and or corresponding Code/Ordinance section.

Applications for Final Plats will not be accepted by the Planning Department until civil plans are approved by the City of Rowlett Engineering Department. Written verification of approval must be provided at time of submittal of Final Plat application.

Plans are expected to be submitted complete in all detail as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or returned marked with needed changes. In addition to meeting all requirements in the checklist plans will be evaluated based on the listed approval criteria from Section 77-806.C.6 of the Rowlett Development Code

If a Preliminary Plat was not required, a Tree Survey/Preservation Plan is required as part of the submittal requirements with and at the time of submittal of the Final Plat. Refer to the Development Plan Application for the needed application and checklist.

FINAL PLAT REQUIREMENTS	
Included	Item Description
<input type="checkbox"/>	I have made the decision NOT to waive the statutory time limits (30 days) in accordance with section 212 of the Texas Local Government Code. I understand and acknowledge that the City may DENY my Plat Application if not complete as determined by staff within the 30-day time period.
<input type="checkbox"/>	Property boundary is indicated by a heavy solid line, intermittent with 2 dashed lines; dimensioned with bearing and distance.
<input type="checkbox"/>	Front and exterior or corner side setback lines are shown as a light dashed line and labeled.
<input type="checkbox"/>	Location map clearly showing the location of the proposed Final Plat with cross streets is included. Indicate scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	Written and bar graph scale, 1"=20' unless previously approved by staff, and north arrow are indicated. North shall be oriented to the top or left side of the sheet.
<input type="checkbox"/>	Abstract lines, survey lines, corporate boundaries are shown and clearly labeled.

Final Plat Checklist (page 2)

FINAL PLAT REQUIREMENTS (continued)	
Included	Item Description
<input type="checkbox"/>	A title block is provided in the lower right corner that includes large, boldly printed (SUBDIVISION NAME) FINAL PLAT (or REPLAT, AMENDING PLAT, MINOR PLAT as applicable) LOT(S) _____, BLOCK(S) _____ (survey, abstract and tract number) If a replat, include: REPLAT OF LOT(S) _____, BLOCK(S) _____
<input type="checkbox"/>	The owner and surveyor's names, addresses and phone numbers, gross and net areas as applicable, submission date, and a log of submittal/revision dates since submitted to the City.
<input type="checkbox"/>	Location of property lines, owner or subdivision name(s) and recording information of abutting properties is shown.
<input type="checkbox"/>	Abutting properties are indicated by a light solid line.
<input type="checkbox"/>	Existing boundary of street rights-of-way adjacent to the property and boundaries of right-of-way dedication are indicated by a medium weight solid line, intermittent with two dashed lines, and widths are dimensioned.
<input type="checkbox"/>	Existing and proposed internal alleys and streets ROW are indicated by a medium weight solid line, intermittent with two dashed lines.
<input type="checkbox"/>	Streets are named and ROW dimensioned.
<input type="checkbox"/>	Streets and alleys ROW within 200 feet of the subject property boundary are accurately located, dimensioned, and named/labeled.
<input type="checkbox"/>	Residential minor streets shall be designed and platted so that no street segment shall have a straight line for more than 1,000 feet before altering its course by at least 20 degrees.
<input type="checkbox"/>	The length and bearing of all straight lines, radii, arc lengths, tangent length and central angles of all curves are indicated along the lines of each lot. The curve data pertaining to block or lot boundary may be placed in a curve table at the base of the plat and prepared in a tabular form with the following information: <ul style="list-style-type: none"> o Curve number o Delta o Radius o Tangent length o Tangent offset o Arc length o Chord o Chord direction
<input type="checkbox"/>	The description and location of all survey monuments placed in the subdivision or immediately adjacent to it are shown.
<input type="checkbox"/>	In all subdivisions, corners are established at the corner of each block in the subdivision consisting of an iron rod or pipe not less than three-quarter inches (3/4") in diameter and twenty-four inches (24") deep, flush with the top of the sidewalk or other paving, surface, etc. All lot corners shall be installed prior to the final inspection of the subdivision.
<input type="checkbox"/>	Lot corner monuments are placed at all lot corners except corners which are also block corners, consisting of iron rods or pipes of a diameter of not less than one-half inch (1/2") and eighteen inches (18") deep set flush with the top of the sidewalk. All lot corners shall be installed prior to the final inspection of the subdivision.
<input type="checkbox"/>	Curve point markers are established using the same specifications as lot corners. All lot corners shall be installed prior to the final inspection of the subdivision.

Final Plat Checklist (page 3)

FINAL PLAT REQUIREMENTS (continued)	
Included	Item Description
<input type="checkbox"/>	Internal lot lines are clearly indicated and shown to scale.
<input type="checkbox"/>	Each lot is dimensioned with bearings and distances, as applicable, and the square footage of each lot is indicated.
<input type="checkbox"/>	Each lot is numbered and block groups are assigned a letter.
<input type="checkbox"/>	The location of floodplain boundaries and state or federally protected areas, such as wetlands, are indicated.
<input type="checkbox"/>	Existing easements are indicated by a light, dashed line and labeled indicating dimension, purpose, and County recording information.
<input type="checkbox"/>	Proposed easements are indicated by a medium weight, dashed line and labeled indicating dimension and purpose.
<input type="checkbox"/>	Required cross access or ingress/egress easements are shown, dimensioned, labeled, and properly tied down.
<input type="checkbox"/>	Existing zoning of the subject property is indicated.
<input type="checkbox"/>	Location and area of parks, drainage ways, and open space is indicated. Open space/Homeowner's Association (HOA) areas are to be labeled with tract number/s.
<input type="checkbox"/>	A legal description/metes and bounds description is included.
<input type="checkbox"/>	Include any notes required by the various affected agencies/utilities.
<input type="checkbox"/>	Sites to be reserved or dedicated for parks, playgrounds and/or other private or public use are indicated.
<input type="checkbox"/>	A note is included that states whether or not the property is in the 100-year flood plain, with the F.I.R.M. Community Panel reference number and map date indicated.
<input type="checkbox"/>	Applicable notes have been added to the plat. Any change from the wording shown herein shall be approved by the City of Rowlett.
<input type="checkbox"/>	The purpose of a Replat or Amending Plat is specifically noted on the face of the drawing.
<input type="checkbox"/>	Homeowner Association Covenants, Conditions, and Restrictions (CCR's) are submitted for review and include statements for perpetual maintenance and provisions for maintenance by City of Rowlett should the Homeowner's Association (HOA) dissolve.
<input type="checkbox"/>	Provide a separate closure report for the plat.
<input type="checkbox"/>	Point of Beginning shall be shown with the State Plane Coordinates NAD 83 USA, Texas, North Central Zone and tie into the City of Rowlett Geodetic network, show at least two benchmarks on Plat.
<input type="checkbox"/>	Written verification of approval of civil plans by the City of Rowlett Planning Department.
APPROVAL CRITERIA Section 77-806.C.6 The planning and zoning commission may approve a preliminary or final plat for subdivision plans only if it finds that the plat:	
<ol style="list-style-type: none"> 1. Conforms to Chapter 77-600, Subdivision and land development, and any regulations adopted pursuant to that chapter. 2. Promotes the public health, safety and welfare. 3. Provides for the proper arrangement of streets in relation to existing or proposed streets. 4. Provides for the efficient movement of vehicular and pedestrian traffic. 5. Ensures adequate and properly placed utilities. 6. Provides access for firefighting apparatus as determined by the fire marshal. 7. Provides light and air and avoids congestion. 8. Facilitates the orderly and efficient layout and use of the land. 9. Furthers the goals and policies of the comprehensive plan and the city council. 	

Preparer's Signature: _____

Complete Application Checklist— Development Plan

The development plan may include the site plan, the landscape plan, the tree survey and preservation plan, and the façade plan. Please coordinate with your assigned case manager on what plans are to be included in the development plan submittal.

All development plans are expected to be submitted complete and accurate in all detail as shown by the appropriate checklist(s). Should the plans be determined to be incomplete, they may either be returned to the applicant without further review or returned marked with needed changes, depending on the amount/magnitude of changes or corrections needed.

All development plan applications shall abide by the requirements contained herein and be approved based on the approval criteria in the Rowlett Development Code references and included herein. Please note that if after three submittals staff determines that significant progress is not being made toward completing plans, a resubmittal fee equal to the original submission fee may be required.

NOTE: Civil plans or building permits will not be accepted until the development plan approval letter has been released by the Case Manager. A copy of the stamped approved development plan shall be included in the civil engineering plan and building permit submittals.

All initial Development Plan applications shall be accompanied by the following materials:

- ☐ A fully completed Uniform Development Application.
- ☐ A completed Consent Form either signed by the property owner or accompanied by a signed and notarized letter from the property owner giving the representative the ability to make the application for the owner.
- ☐ Payment of all applicable fees (see Schedule of Fees).
- ☐ A compact disc (CD) with electronic copies of the required exhibits in “PDF” format.
- ☐ A copy of the appropriate checklist for the request being submitted, completed and signed by the applicant.
- ☐ A letter requesting any exception or modification to a regulation and why that issue was not addressed.

All resubmittals of development plan applications shall be accompanied by the following materials:

- ☐ Submit one electronic pdf copy by CD/DVD, USB Flash Drive, or email to the case manager.
- ☐ A written response to staff’s comments. Please note that revised plans will not be accepted without a written response.

When staff has determined the development plan is complete and accepted for final approval, the following materials will be required:

- ☐ One copy of the 24” x 36” of all the exhibits with the approval signature. The case manager will provide electronic copy with the approval stamp.



SITE PLAN CHECKLIST

Project Name: _____ Case # _____

This checklist is provided to assist you in addressing the minimum requirements for Site Plan submission. An application is incomplete unless all applicable information noted below is submitted to the Department of Planning and Community Development. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an "N/A" next to the box. Return this completed form at the time of application submittal.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided both directly on the plan and on a separate letterhead with sufficient details so as to allow a determination to be made by the appropriate approving body. Reference shall be made to the specific requirement and or corresponding Code/Ordinance section.

Plans are expected to be submitted complete and accurate in all detail as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or returned marked with needed changes, depending on the amount/magnitude of changes or corrections needed. Please keep in mind that changes/additions to previously incomplete or inaccurate plans may generate additional comments at re-submittal of corrected plans. Therefore, diligence to the initial submittal is paramount to expediting the review process. In addition to meeting all requirements in the checklist plans will be evaluated based on the listed approval criteria from Section 77-808.D. of the Rowlett Development Code

SITE PLAN REQUIREMENTS	
Included	Item Description
<input type="checkbox"/>	A Traffic Threshold Analysis is required with all development and zoning applications. Please contact the Engineering Department for further information regarding this requirement at 972-412-6287
<input type="checkbox"/>	Site boundary is indicated by a heavy solid line intermittent with 2 dash lines, dimensioned with bearings and distances; indicate and label lot lines, setback lines, and distance to the nearest cross street.
<input type="checkbox"/>	Site location/vicinity map clearly showing the location of the subject property with cross streets is provided. Indicate scale or NTS and provide north arrow.
<input type="checkbox"/>	A north arrow is provided with drawing oriented such as that north is located to the top or left side of drawing sheet.
<input type="checkbox"/>	A written and bar scale is provided, 1"=20' unless previously approved by staff.
<input type="checkbox"/>	A title block is in the lower right corner that includes large, boldly printed "SITE PLAN", owner and engineer's names, addresses and phone numbers, subdivision name, lot number/s, block number or letter, original submission date, and a log of re-submittal/revision dates since submitted to the City.
<input type="checkbox"/>	Tree masses are clouded with accurate canopy widths shown to determine critical root zone where located within close proximity to existing or proposed pavement.
<input type="checkbox"/>	Floodplain boundary is shown and indicates F.I.R.M. Community panel number and date, and flow line of drainage ways and creeks, as applicable.
<input type="checkbox"/>	Existing topography lines are shown with a light dashed line and proposed contours are shown by a medium weight solid line. Topography is shown at minimum five (5) foot contours referenced to sea level city datum. Spot elevations and additional contours may be required in certain areas depending on topography.

Site Plan Checklist (page 2)

SITE PLAN REQUIREMENTS (continued)	
Included	Item Description
<input type="checkbox"/>	Accurately located, labeled and dimensioned footprint of proposed structure(s) is/are shown by a solid heavy line.
<input type="checkbox"/>	Accurately located, labeled and dimensioned footprint of existing structure(s) to remain is/are shown by a heavy dashed line.
<input type="checkbox"/>	Accurately located and labeled footprint of structure(s) proposed for demolition is/are shown by a light dashed line. Structures to be demolished are clearly labeled/ identified.
<input type="checkbox"/>	Accurately located footprint of nonresidential structure(s) on abutting properties is/are shown by a light, solid line.
<input type="checkbox"/>	Adjacent property lines within 200 feet of the subject property lines are shown by a light dashed line.
<input type="checkbox"/>	Adjacent zoning and land use (e.g. bank with drive-thru, office building, undeveloped, etc.) within 200 feet of the property line is indicated.
<input type="checkbox"/>	Adjacent property owner(s), or subdivision name, with lot, block and recording information, is shown.
<input type="checkbox"/>	Finished floor elevation of existing and/or proposed structures is referenced to sea level datum.
<input type="checkbox"/>	Full width of streets and alley rights-of-way with centerlines and backs of curbs or paving edges within 200 feet of the property line are dimensioned and street name or use is labeled.
<input type="checkbox"/>	Driveways within 200 feet of the property line: <ul style="list-style-type: none"> ○ Are accurately located and dimensioned. ○ Distances to the nearest on-site driveway and/or off-site driveway is accurately located and dimensioned as measured from the centerlines. ○ Distance to the nearest street is shown as measured from the end of curb-return radius of the adjacent street to the driveway centerline. ○ Typical radii are shown.
<input type="checkbox"/>	Drive-thru lanes, menu board location, pick-up window/s, maneuvering area, stacking lanes and escape lanes are indicated and dimensioned.
<input type="checkbox"/>	Sidewalks and barrier-free ramps (BFR) within 200 feet of and on the subject property are shown, dimensioned and labeled.
<input type="checkbox"/>	Off-site streets and roads: <ul style="list-style-type: none"> ○ Existing and proposed roadways with medians and median openings adjacent to and within 200 feet of the project site are shown and dimensioned. ○ Medians, median openings with associated left-turn lanes, continuous left-turn lanes, transition and stacking lengths are shown and dimensioned within 200 feet of the project site. ○ Existing, proposed, and required acceleration/deceleration lanes within 200 feet of the project site are shown dimensioned, stacking length indicated, and right-of-way dedication is indicated as applicable. ○ Distance to the nearest signalized intersection is indicated.
<input type="checkbox"/>	All parking spaces are shown, group numbered, and typical dimensions are provided. Indicate required two-foot overhang, as applicable.
<input type="checkbox"/>	Disabled parking spaces and barrier-free access points are shown, dimensioned, and labeled.

Site Plan Checklist (page 3)

SITE PLAN REQUIREMENTS (continued)	
Included	Item Description
<input type="checkbox"/>	Loading and maneuvering areas are indicated, labeled, and dimensioned. Loading area screening method is indicated and labeled.
<input type="checkbox"/>	Dumpster and/or compactor locations and screening methods are shown. Indicate screening materials and height for all sides. Screening material is to match structure façade with enclosure having solid metal gates. Specifications and sketches are available from staff.
<input type="checkbox"/>	Paving materials, boundaries and type are indicated.
<input type="checkbox"/>	Access easements are accurately located/ tied down, labeled and dimensioned.
<input type="checkbox"/>	Off-site parking is shown and dimensioned from the off-site parking area to the structure or use as applicable. A parking easement or shared parking agreement is required and is provided in draft format.
<input type="checkbox"/>	Fire lanes are shown and dimensioned at a minimum of 24 feet in width, with internal radii of not less than 30 feet. Label and use an approximate 20 percent shade for fire lanes to differentiate from other paving. Ensure that required labeling and dimensioning is readable through shading.
<input type="checkbox"/>	Proposed dedications and reservations of land for public use including, but not limited to, rights-of-way, easements, park land, open space, drainage ways, floodplains and facility sites are accurately located, dimensioned and labeled.
<input type="checkbox"/>	Screening walls are shown with dimensions and materials. An inset is provided that shows the wall details and column placement as applicable. Plans for masonry walls are to be signed and sealed by a structural engineer and approved by the City Engineer. Channeled or slip-panel/pre-cast walls are prohibited.
<input type="checkbox"/>	The location of living screens are shown and labeled. Details of a living screen are provided on the Landscape Plan indicating plant species/name, height at planting, and spacing.
<input type="checkbox"/>	A lighting plan that shows location by fixture type is included. A lighting data chart is used to reference fixture type (i.e. pole or wall pack), maximum height, those requiring shielding, those requiring skirting, wattage and foot-candles of each fixture. No lighting source (i.e. bulb, reflector, etc.) is allowed to be visible from an adjacent property or public street.
<input type="checkbox"/>	Existing and proposed water and sanitary sewer lines, storm sewer pipe, with sizes, valves, fire hydrants, manholes, and other utility structures on-site or immediately adjacent to the site are shown and labeled.
<input type="checkbox"/>	Boundaries of detention areas are located. Indicate above and/or below ground detention.
<input type="checkbox"/>	Monument signage location is indicated. Details of construction materials and architecture are shown on required Building Elevation/Façade Plan. Color, type and texture is to match that of the building.
<input type="checkbox"/>	Communication towers are shown and a fall distance/collapse zone is indicated.
<input type="checkbox"/>	Project Site Data (as referenced on page 85 of this Manual).
<input type="checkbox"/>	List of exceptions and/or variance/s requested or previously granted, including dates and approving authority.
<input type="checkbox"/>	Improvements are proposed in TXDOT Right-of-Way and one (1) full set of civil engineering plans has been submitted to: Jim Brummett, Northeast Dallas Area Office, P.O. Box 133067, Dallas, Texas 75313-3067, phone (214) 320-4447.

Site Plan Checklist (page 4)

APPROVAL CRITERIA Section 77-808.D. A development plan shall be approved upon a finding that the development plan meets all of the following criteria:

1. The development plan is consistent with the Comprehensive Plan. **NOTE: Outside strategic opportunity areas existing zoning as amended and Guiding Principles from the comprehensive plan shall be considered in decisions about rezoning, subdivision and site design throughout the City.**
2. The development plan is consistent with any previously approved subdivision plat, planned development, or any other precedent plan or land use approval as applicable.
3. The development plan complies with all applicable development and design standards set forth in this Code, including but not limited to the provisions in Chapter 77-200 Zoning districts, Chapter 77-300, Use regulations, Chapter 77-400, Dimensional requirements, and Chapter 77-500, Development and design standards.
4. Any significant adverse impacts reasonably anticipated to result from the use will be mitigated or offset to the maximum extent practicable.

Preparer's Signature: _____



LANDSCAPE PLAN CHECKLIST

Project Name: _____ Case # _____

This checklist is provided to assist you in addressing the minimum requirements for Landscape Plan submission. An application is incomplete unless all applicable information noted below is submitted to the Rowlett Planning and Community Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an “N/A” next to the box. Return this completed form at the time of application submittal.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided both directly on the plan and on a separate letterhead with sufficient details so as to allow a determination to be made by the appropriate approving body. Reference shall be made to the specific requirement and or corresponding Code/Ordinance section.

Plans are expected to be submitted complete and accurate in all detail as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or returned marked with needed changes, depending on the amount/magnitude of changes or corrections needed. Please keep in mind that changes to previously incomplete or inaccurate plans may generate additional comments at re-submittal of corrected Plans. Therefore, diligence to the initial submittal is paramount to expediting the review process. In addition to meeting all requirements in the checklist plans will be evaluated based on the listed approval criteria from Section 77-808.D. of the Rowlett Development Code

LANDSCAPE PLAN REQUIREMENTS	
Included	Item Description
<input type="checkbox"/>	Site boundary indicated by a heavy solid line, intermittent with 2 dash lines; dimensioned with bearings and distances; lot lines; setback lines; and distance to the nearest cross street.
<input type="checkbox"/>	Location map clearly showing the location of the subject property and cross streets is provided. Indicate scale or NTS and provide north arrow.
<input type="checkbox"/>	A title block in the lower right hand corner that includes large, boldly printed “LANDSCAPE PLAN”, owner, engineer’s, and landscape architect’s names, addresses and phone numbers, subdivision name, lot and block number, submission date, and a log of submission/revision dates since submitted to the City.
<input type="checkbox"/>	Existing and proposed public and private streets and alleys are shown and labeled, both on-site and adjacent to the subject property.
<input type="checkbox"/>	A written and bar scale is provided, 1”=20’ unless previously approved by staff.
<input type="checkbox"/>	Sidewalks and barrier-free ramp (BFR) location and width is shown and labeled.
<input type="checkbox"/>	Existing and proposed fire hydrants, water and sewer lines, manholes and other appurtenances within the site and immediately adjacent to it with pipe size and location indicated, matching what is shown on the Site Plan and civil engineering drawings as applicable.
<input type="checkbox"/>	Existing and proposed utility easements are shown with recording information, dimensions and type (water, drainage, or other easement) labeled.

Landscape Plan Checklist (page 2)

LANDSCAPE PLAN REQUIREMENTS (continued)	
Included	Item Description
<input type="checkbox"/>	Post-development visibility triangles/clips (10' x 40' – typical) are shown, dimensioned and labeled adjacent to all driveways. Corner-clip/right-of-way dedication is shown for all corner lots as applicable.
<input type="checkbox"/>	Existing or proposed structures on the property, access points/driveways on and adjacent to the property are shown.
<input type="checkbox"/>	Proposed topography of berms is shown in intervals of one (1) foot.
<input type="checkbox"/>	Entryway features of planters, signs, sculptures and decorative paving is shown.
<input type="checkbox"/>	For residential subdivisions, where required, primary and secondary entrances are shown and dimensioned.
<input type="checkbox"/>	Screening wall location, material, and height are shown and labeled. Details for masonry walls are provided and are signed and sealed by a structural engineer. Screening walls must be approved by the City Engineer.
<input type="checkbox"/>	Living screens are clearly detailed by fence material, plant material species, plant material spacing, height at time of planting and mature height. Where the Director of Planning feels that there are elevation or topographical differences that would not accomplish the intent of the screening, the Director may request more details.
<input type="checkbox"/>	Public or private street names (including street suffixes and/or prefixes) and right-of-way (ROW) dimensions are indicated for all internal and external streets.
<input type="checkbox"/>	<p>The following information is to be provided on the landscape plan in a tabular format; indicate planting ratio requirement, including required and provided quantities for each:</p> <ul style="list-style-type: none"> Overall site landscape, required and provided, by percentage of total area and total square feet, excluding rights-of-way. Right-Of-Way Buffer: indicate linear feet of frontage broken out separately for each street minus driveway widths; with number of trees and shrubs required and provided for each frontage. Compatibility Buffer: indicate linear feet of frontage broken out separately for each street minus driveway widths; with number of trees and shrubs required and provided for each frontage. Incompatibility Buffer: indicate linear feet of each adjacency for each applicable property line; and the number of required/provided trees. Parking lot interior: indicate location of landscaped islands; number of trees required and provided; amount of parking area; and amount of interior landscape area required and provided based on a sliding scale within Code. Complete description of plant materials is shown on the plan, including common and botanical names, quantities of each, container size, caliper size, installed and mature height and minimum branching height.
<input type="checkbox"/>	All existing and proposed plant material is graphically shown; species and quantity for each grouping is labeled. A minimum of four different species is shown for each plant type, and are distributed throughout the site.
<input type="checkbox"/>	Distance of trees/shrubs from sidewalks, curbs, screening walls, and utilities is indicated. If less than five feet from paving, areas of impervious surface or utility lines, show dimensions. Refer to Plant List for other exceptions to planting in paving areas.
<input type="checkbox"/>	A full set of civil engineering drawings, also including the plat, site plan, and landscape plan have been submitted to TXU. Submit these drawings to: TXU Electric Delivery, Attn: Right-of-Way Department, 115 W. 7th Street, Ste. 725, Fort Worth, TX, 76102.
<input type="checkbox"/>	I understand that the City requires an approval letter from TXU Electric Delivery prior to issuance of a building permit where landscaping, parking, or other improvement/s are proposed to encroach within any TXU/TP&L easement/s. TXU has stated a minimum of six weeks to process the review. Approved irrigation within a TXU transmission easement shall be limited to drip and soaker hose irrigation, with the valve for such located outside of the easement.
<input type="checkbox"/>	Landscape plans contain the certification and stamp of a Landscape Architect registered by the State of Texas, that such plans satisfy all requirements of existing regulations.

Landscape Plan Checklist (page 3)

LANDSCAPE PLAN REQUIREMENTS (continued)	
Included	Item Description
<input type="checkbox"/>	<p>Residential subdivisions are to have landscaping requirements (Indicate required planting ratio, square footage, linear footage, etc., including required and provided quantities) specifically listed in tabular format on plan for the following:</p> <ul style="list-style-type: none"> ○ Landscape Buffer (along external street provide separate calculations for each street frontage). ○ Entryway Yard areas (located each side of subdivision entries) are provided for primary and secondary entryways. ○ Entryway Yard area Trees and Shrubs are provided. ○ Entryway Medians are shown and dimensioned. ○ Entryway Median Trees and Shrubs are provided. ○ Screening Wall plans are provided.
<p>APPROVAL CRITERIA 77-808.D. A development plan shall be approved upon a finding that the development plan meets all of the following criteria:</p>	
<ol style="list-style-type: none"> 1. The development plan is consistent with the Comprehensive Plan. NOTE: Outside strategic opportunity areas existing zoning as amended and Guiding Principles from the comprehensive plan shall be considered in decisions about rezoning, subdivision and site design throughout the City. 2. The development plan is consistent with any previously approved subdivision plat, planned development, or any other precedent plan or land use approval as applicable. 3. The development plan complies with all applicable development and design standards set forth in this Code, including but not limited to the provisions in Chapter 77-200 Zoning districts, Chapter 77-300, Use regulations, Chapter 77-400, Dimensional requirements, and Chapter 77-500, Development and design standards. 4. Any significant adverse impacts reasonably anticipated to result from the use will be mitigated or offset to the maximum extent practicable. 	

Preparer's Signature: _____



TREE SURVEY/ PRESERVATION PLAN

Project Name: _____ Case # _____

This checklist is provided to assist you in addressing the minimum requirements for Tree Survey/Preservation Plan submission. An application is incomplete unless all applicable information noted below is submitted to the Rowlett Public Works Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an "N/A" next to the box. Return this completed form at the time of application submittal.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided both directly on the plan and on a separate letterhead with sufficient details so as to allow a determination to be made by the appropriate approving body. Reference shall be made to the specific requirement and or corresponding Code/Ordinance section.

Plans are expected to be submitted complete and accurate in all detail as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or returned marked up needed changes, depending on the amount/magnitude of changes or corrections needed. Please keep in mind that changes to previously incomplete or inaccurate plans may generate additional comments at re-submittal of corrected Plans. Therefore, diligence to the initial submittal is paramount to expediting the review process. In addition to meeting all requirements in the checklist plans will be evaluated based on the listed approval criteria from Section 77-808.D. of the Rowlett Development Code

TREE SURVEY / PRESERVATION PLAN REQUIREMENTS	
Included	Item Description
<input type="checkbox"/>	Site boundary indicated by a heavy solid line, intermittent with 2 dash lines; dimensioned with bearings and distances; lot lines; setback lines.
<input type="checkbox"/>	Location/vicinity map is provided identifying the location with cross streets labeled.
<input type="checkbox"/>	Written and bar graph scale and north arrow are indicated. North shall be oriented to the top or left side of sheet. Scale to be 1"=20' unless previously approved by staff.
<input type="checkbox"/>	A title block that includes large, boldly printed "TREE SURVEY/PRESERVATION PLAN", owner and consultant's who prepared plan names, addresses and phone numbers, subdivision/addition name, lot number, block number or letter, submission date, and a log of submission/revision dates since submitted to the City.
<input type="checkbox"/>	Existing tree canopy/masses are accurately shown to determine critical root zone and what effects paving will have in those areas.
<input type="checkbox"/>	Floodplain boundary indicating F.I.R.M. Community Panel number and date, and flow line of drainage ways/creeks, as applicable.
<input type="checkbox"/>	Accurately located, labeled and dimensioned footprint of proposed structure(s) shown by a solid heavy line.

Tree Survey / Preservation Plan Checklist (page 2)

TREE SURVEY / PRESERVATION PLAN REQUIREMENTS (continued)	
Included	Item Description
<input type="checkbox"/>	Accurately located, labeled and dimensioned proposed structures and those to remain, including walls and fences are shown and labeled.
<input type="checkbox"/>	Accurately located and labeled footprint of structure(s) proposed for demolition are shown by a light dashed line.
<input type="checkbox"/>	Rights-of-way and curbs on site and those adjacent to the site are accurately located to the full width and dimensioned; streets are labeled with name and width.
<input type="checkbox"/>	Driveways are accurately located and dimensioned.
<input type="checkbox"/>	Sidewalks are shown, dimensioned and labeled.
<input type="checkbox"/>	All parking spaces and paving boundaries are shown.
<input type="checkbox"/>	Trees measuring 8 inches or greater in caliper size at Diameter Breast Height (DBH), or Hackberry trees measuring over 11 inches at DBH, are identified by a three-inch round, weatherproof tag attached to the tree, assigned a reference number on the tag, and the reference number noted on the plan. Reference Tree Preservation regulations for required measuring technique. Trees proposed for removal shall be painted with a luminescent orange 'X' (or colored flags in lieu of paint), no greater than 6 inches in size. The developer shall be required to maintain tree markings and tags throughout the approval of the project.
<input type="checkbox"/>	An inset is provided on the Plan to detail protective fence installation. Protective fencing shall be installed to the limits of the drip line.
<input type="checkbox"/>	It is understood that construction fencing shall be installed around all protected trees and clusters/groupings and inspected by City staff prior to approval of a grading or building permit. Fencing shall be installed as shown on the Tree Survey/Preservation Plan approved by the City.
<input type="checkbox"/>	Areas are indicated where trenching and/or boring is proposed within critical root zone areas of existing, protected trees. Root pruning, canopy trimming, bark protection and/or any other tree protection/preservation methods shall be specified/detailed on plan(s) as appropriate.
<input type="checkbox"/>	The following information is to be provided on the Tree Survey/Preservation Plan in a tabular format: <ul style="list-style-type: none"> o Listing of protected trees by common name of species. See Plant Material/ Protected Tree Guide on Planning Department web page. o Caliper of tree at DBH. o A reference number for all protected trees. o General condition of the tree certified as such by a licensed arborist, forester, landscape architect, or other that is qualified to make such determinations. o Whether proposed for preservation or removal and amount of mitigation required.
<input type="checkbox"/>	Distance of protected trees from sidewalks, curbs, screening walls, and utilities. Proposed grades are indicated, along with any proposed retaining walls (t.w. & b.w. elevations to be specified) and/or tree wells.
<input type="checkbox"/>	Tree Mitigation <ul style="list-style-type: none"> o Trees proposed for removal shown by an 'X' using a heavy line. o Replacement trees are indicated on the Landscape Plan by a heavy line denoting the canopy, with a unique identifier/label also provided. o Indicate in the above table the total number of caliper inches proposed for preservation, removal, and any credits earned/requested. o Indicate mitigation method proposed for removal of protected trees: o Mitigation is required at (1:1/ Inch for Inch) = Caliper inches of mitigation required, which indicates the quantity of required 4" minimum caliper trees AND/OR Escrow: \$121.67 x Caliper inches (DBH) of mitigation required.
<input type="checkbox"/>	I have reviewed the Plant Material / Protected Table Guide that can be accessed on the Planning Department web page under Ordinance and Related Documents.

Tree Survey / Preservation Plan Checklist (page 3)

APPROVAL CRITERIA 77-808.D. A development plan shall be approved upon a finding that the development plan meets all of the following criteria:

1. The development plan is consistent with the Comprehensive Plan ***NOTE: Outside strategic opportunity areas existing zoning as amended and Guiding Principles from the comprehensive plan shall be considered in decisions about rezoning, subdivision and site design throughout the City.***
2. The development plan is consistent with any previously approved subdivision plat, planned development, or any other precedent plan or land use approval as applicable.
3. The development plan complies with all applicable development and design standards set forth in this Code, including but not limited to the provisions in Chapter 77-200 Zoning districts, Chapter 77-300, Use regulations, Chapter 77-400, Dimensional requirements, and Chapter 77-500, Development and design standards.
4. Any significant adverse impacts reasonably anticipated to result from the use will be mitigated or offset to the maximum extent practicable.

Preparer's Signature: _____



BUILDING FAÇADE / ELEVATION PLAN CHECKLIST

Project Name: _____ Case # _____

This checklist is provided to assist you in addressing the minimum requirements for Façade Plan submission. An application is incomplete unless all applicable information noted below is submitted to the Rowlett Public Works Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an "N/A" beside the box. Return this completed form at the time of application submittal.

The Masonry Ordinance (No. 03-16-04A) provides provision to allow other exterior building materials other than those specifically allowed under this ordinance. A request of this nature requires a recommendation by the Planning and Zoning Commission with final approval authority by City Council.

Plans are expected to be submitted complete and accurate in all detail as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or returned marked with necessary changes, depending on the amount/magnitude of changes, additions, and/ or corrections needed. Please keep in mind that changes to previously incomplete or inaccurate plans may generate additional comments at re-submittal of corrected Plans. Therefore, diligence to the initial submittal is paramount to expediting the review process. In addition to meeting all requirements in the checklist plans will be evaluated based on the listed approval criteria from Section 77-808.D. of the Rowlett Development Code

For the purpose of preparing this Plan, a façade will be each building face (including the face of a parapet roof); the elevation will be that area from just above the roof to the ground. Upon acceptance by City staff, colored plans at 11" x 17" or 12" x 18" (tri-folded or Z-folded) will be required.

BUILDING FAÇADE / ELEVATION PLAN REQUIREMENTS	
Included	Item Description
<input type="checkbox"/>	Title block in the lower right corner that includes large, boldly printed "BUILDING FAÇADE/ELEVATION PLAN", owner and architect names, addresses and phone numbers, subdivision name, lot number, block number or letter, submission date, and a log of submission/revision dates since submitted to the City.
<input type="checkbox"/>	Location map and north arrow is provided. Indicate scale or NTS; provide written and bar scale for each sheet.
<input type="checkbox"/>	Existing and proposed architectural details of existing or proposed buildings or structures on the property are clearly defined as follows: <ul style="list-style-type: none"> Length and height for each facade is dimensioned. Each elevation is labeled and shown separately according to facing direction (e.g. north, southeast, etc.). A plan view of each façade is provided showing façade articulation, columns, recesses, etc. Each elevation is shown and graphically indicates colors and materials of the facades, roof(s), canopies, etc.; and each is clearly labeled. Notes, and details as necessary, indicate interior roof drainage, scuppers, etc. Location, type and height of mechanical screening, screening walls, dumpster enclosure and monument sign is indicated on the plan and elevation view(s).

Building Façade / Elevation Plan Checklist (page 2)

BUILDING FAÇADE / ELEVATION PLAN REQUIREMENTS (continued)	
Included	Item Description
<input type="checkbox"/>	Roof type, color, materials, and maximum height are indicated.
<input type="checkbox"/>	All external drains (including gutters, downspouts and scuppers) must be architecturally integrated into the building façade. See the Supplement on Architectural Integration of Downspouts and Scuppers in the Other Material Section of this Handbook for details.
<input type="checkbox"/>	Façade materials, colors and types are indicated that comply with masonry requirements.
<input type="checkbox"/>	Provide a material schedule and calculations for each façade/elevation demonstrating compliance with 20 percent accent material per facade. Accents around doors, windows, etc. shall only accomplish a maximum of one-half of the required 20 percent.
<input type="checkbox"/>	Alternatives to masonry exterior building materials are proposed and clearly detailed/identified. If wood is proposed, the type and maintenance schedule is also provided. NOTE: Approval of alternatives to masonry standards requires a recommendation by the Planning and Zoning Commission and approval by the City Council.
<input type="checkbox"/>	Windows and doorways are clearly indicated.
<input type="checkbox"/>	Location of wall signage is clearly indicated. If a particular style or design is proposed, indicate such on the Plan.
<input type="checkbox"/>	Facades facing public streets or access easements contain similar architectural details as the primary or front façade.
<input type="checkbox"/>	Proposed architectural details, style, colors and textures are compatible with adjacent structures as required.
<input type="checkbox"/>	Details are provided to address color, materials and design details of masonry walls, dumpster enclosures, monument signs and mechanical screening. These are to be of the same materials, colors and textures as the primary structure(s). Dumpster gates (metal required) are shown and material type is indicated.
<input type="checkbox"/>	Retaining wall details are provided that indicate the relationship with parking lots, natural grade or constructed grade (i.e. berms, slopes, etc.) and address color, materials and design.
<input type="checkbox"/>	The following note is placed on the plan/s: Any/all signage is subject to final approval under separate application/permit by the Chief Building Official or designee.
APPROVAL CRITERIA 77-808.D. A development plan shall be approved upon a finding that the development plan meets all of the following criteria:	
<ol style="list-style-type: none"> 1. The development plan is consistent with the Comprehensive Plan. NOTE: Outside strategic opportunity areas existing zoning as amended and Guiding Principles from the comprehensive plan shall be considered in decisions about rezoning, subdivision and site design throughout the City. 2. The development plan is consistent with any previously approved subdivision plat, planned development, or any other precedent plan or land use approval as applicable. 3. The development plan complies with all applicable development and design standards set forth in this Code, including but not limited to the provisions in Chapter 77-200 Zoning districts, Chapter 77-300, Use regulations, Chapter 77-400, Dimensional requirements, and Chapter 77-500, Development and design standards. 4. Any significant adverse impacts reasonably anticipated to result from the use will be mitigated or offset to the maximum extent practicable. 	

Preparer's Signature: _____

Civil Engineering Plans Checklist

Civil engineering plans are to be submitted directly to the Engineering Department located at 3901 Main Street. For further information regarding civil requirements and submission timelines please contact the Engineering Department at 972-412-6287. Applicants are required to schedule a pre-application meeting with the Public Works Department prior to making a formal submittal. The purpose of this meeting is to discuss the City of Rowlett development review/approval process and proposed plans with prospective applicants. Pre-application meetings are held every Thursday of the month. Please contact the Planning Division at 972-463-3949 to set up a meeting. Information regarding engineering standards, including Standard Construction Details can be accessed at the following link: <https://rowlett.box.com/s/wtlxo9cximlzlxdpg6o>

CIVIL ENGINEERING PLAN REQUIREMENTS	
Included	Item Description
A. First Plan Submittal Requirements	
<input type="checkbox"/>	1. Submit one electronic pdf copy by either CD/DVD, USB Flash Drive, or Email to srenz@rowlett.com
<input type="checkbox"/>	2. Each set should be neatly bound, no loose sheets will be accepted
<input type="checkbox"/>	3. This completed plan review checklist attached with plans
<input type="checkbox"/>	4. In addition to site specific civil sheets, the following sheets are required in all plan sets:
<input type="checkbox"/>	-Cover / Index of Sheets (City Cover Sheet)
<input type="checkbox"/>	- General Notes (City Standard Notes)
<input type="checkbox"/>	- Final Plat (recorded or proposed)
<input type="checkbox"/>	-Drainage Area Map (show off-site, existing and proposed conditions) (1"=100' min)
<input type="checkbox"/>	-Applicable Standard City Detail Sheets
	<i>Plans not meeting above requirements may be returned without a review and marked "Incomplete"</i>
B. Requirements for all Civil Plan Sheets	
<input type="checkbox"/>	1. Title block with engineering firm information, registration number, engineer's seal, sheet title, and page numbers clearly shown
<input type="checkbox"/>	2. All plans shall be tied to the City of Rowlett's GPS monument system. A minimum of two benchmarks are required on all pertinent sheets.
<input type="checkbox"/>	3. North Arrow and scale clearly shown on each plan sheet
<input type="checkbox"/>	4. Legend (relevant to each sheet) showing all special symbols, linetypes and hatch used
<input type="checkbox"/>	5. Street names labeled on all existing, proposed, and future streets
<input type="checkbox"/>	6. Lot & Block numbers and/or ownership info shown for all lots
<input type="checkbox"/>	7. Caution notes shown when working next to any existing utilities (public and franchise)
<input type="checkbox"/>	8. Provide a copy of the Geotechnical Report

C. Items to be Included in Plan Set (All sheets min 1"=20' scale, unless otherwise noted below)(Profile 1"=4'V)	
<input type="checkbox"/>	1. Dimensional Control Plan (Non-residential projects) . Dimensions for all buildings, pavement and hardscape areas (i.e. parking areas, driveways, fire lanes, turn lanes, sidewalks, radii, throat depths, etc.) . Verification of public right-of-way widths. Dimension each property corner adjacent to public right-ofway to a perpendicular point on opposite side right-of-way line (do not label "variable width" only) . Dimension along right-of-way to nearest cross-street and/or driveway measured from throat to throat.
<input type="checkbox"/>	2. Tree Survey and Preservation Plan
<input type="checkbox"/>	3. Grading Plans (show off-site grades along property boundary)
<input type="checkbox"/>	-Both onsite and offsite existing/proposed contours shown clearly labeled
<input type="checkbox"/>	-Date and name of firm who prepared geotechnical report with corresponding note stating: "Work shall be done in accordance with the Geotechnical Report by _____, dated _____."
<input type="checkbox"/>	-Drainage clarified by flow arrows, high points, sags, ridges, and valley gutters
<input type="checkbox"/>	- Finished pad and/or floor elevations shown
<input type="checkbox"/>	-Minimum finished floor elevations shown adjacent to floodplains, ponds, creeks/channels, etc.
<input type="checkbox"/>	-Clearly show all walls and label top/bottom elevations of wall at key locations
<input type="checkbox"/>	-Spot shots shown to ensure proper drainage and adequate ADA/TAS routing where applicable (at minimum show top of curb elevations every 50 feet)
<input type="checkbox"/>	4. Utility Layout (Show water, sewer and storm drain all on one sheet) (1"=100' min)
<input type="checkbox"/>	5. Storm Sewer Layout (for entire subdivision) (1"=100')
<input type="checkbox"/>	6. Storm Sewer Plan & Profile (1"=20'H, 1"=4'V)
<input type="checkbox"/>	-Show and lable all utility crossings with separation distances
<input type="checkbox"/>	- Label inlet type, size, pavinf station or station pipe, and provide top of curb elevations.
<input type="checkbox"/>	- Lable centerline stations for lateral connections, manhole and junction box locations, pipe size changes, headwalls, bends, and future stubouts.
<input type="checkbox"/>	-Provide Inlet computation tables for all inlets
<input type="checkbox"/>	- Provide pipe hydraulics computation tables for all storm draij pipes
<input type="checkbox"/>	-100-yr gutter flows and bypass shown at each inlet along public streets and firelanes
<input type="checkbox"/>	-Provide applicable construction details for all drainage structures
<input type="checkbox"/>	-Existing and proposed ground line at centerline of pipe shown and labeled correctly
<input type="checkbox"/>	-Show all hydraulic data including pipe flow, pipe capacity, hydraulic slope, velocity, velocity head, and partial flow data if under partial flow conditions (velocity and flow depth)
<input type="checkbox"/>	-Label station and flowline elevation information for all structures, crossings, laterals, etc.
<input type="checkbox"/>	-Label flowlines at every 50 foot station
<input type="checkbox"/>	-Indicate length, type/class, slope and size of all storm pipes
<input type="checkbox"/>	-Show and label 100-yr and/or 10-yr HGL, label HGL elevations at all junctions
<input type="checkbox"/>	-100-yr WSE shown at outfall for ponds, creeks and channels

<input type="checkbox"/>	<p>7. Detention Pond Design, Calculations & Layout (1"=20')</p> <ul style="list-style-type: none"> -Show calculations and method used, provide detention pond volume sizing calculations and/or computation table. Provide stage-discharge table and/or curve information. -Provide weir and/or orifice sizing calculations for outfall structure. - Existing and proposed contours shown and labeled. -Cross-section of pond including side slopes, normal pool elevation (if applicable), show 100-yr WSE and 10-yr WSE. -Detail of pond outfall structure showing all elevations as necessary. -Show and label all existing/proposed utilities and easements. -Provide an access/maintenance ramp (max slope 6:1)
<input type="checkbox"/>	8. Profile and provide cross-sections and hydraulic calculations for all swales and open channels
<input type="checkbox"/>	9. Erosion Control & Stormwater Pollution Prevention Plan (1"=20')
<input type="checkbox"/>	10. Water Line Plan & Profile (>12") (1"=20'H, 1"=4'V)
<input type="checkbox"/>	<ul style="list-style-type: none"> -Label size, type and pressure class for all proposed water mains . Show location for all water services and meters . Show and label all easements . Dimension location of all mains, services, meters, and spacing from other utilities . Curve data and stationing provided as necessary . Show and label all fire hydrants, valves, fittings, FDC locations, and back-flow prevention Profile View . Profile all water mains 12" and large, or where a potential conflict may arise . Existing and proposed ground line at centerline of pipe shown and labeled correctly . Label station and flowline elevations at 100' intervals, and for all fittings, laterals, and crossings . Indicate length, type/class, slope and size of all lines . All utility crossings and parallel sewer/storm lines shown in profile . Indicate length, type and size of encasement as needed
<input type="checkbox"/>	11. Sanitary Sewer Line Plan & Profile (1"=20'H, 1"=4'V)
<input type="checkbox"/>	<p>Dimension location of all mains from other utilities</p> <ul style="list-style-type: none"> -Label line name, size, and type of all proposed sanitary sewer lines -Stubouts labeled with size, slope, length, and flowline elevations (if not profiled) - Show and label all easements - Show centerline stationing for sanitary sewer - Show and label all manholes with rim elevations, as well as cleanouts - Indicate type and size of encasement where needed - Show flow direction arrows for sewer main - Topographic contours shown to delineate sewer basins <p>Profile View . Profile shown for all mains 8" and larger, or where a potential conflict may arise . Existing and proposed ground line at centerline of pipe shown and labeled . Label station and flowline elevation information for all manholes, cleanouts, crossings, laterals . Label flowlines at every 50 foot station . Manhole inflow and outflow elevations to be designed with a minimum of 0.1' drop . Indicate the type and diameter for all manholes . Indicate length, type/class, slope and size of all sanitary sewer pipe between manholes . All utility crossings and parallel storm lines shown in profile . Indicate length, type and size of encasement as needed</p>
<input type="checkbox"/>	12. Paving Plan
<input type="checkbox"/>	-Typical Pavement Section details shown (firelane, parking areas, streets, subgrade, etc.)
<input type="checkbox"/>	-For streets, centerline stationing at every 100', PC's, PT's, and curve data labeled
<input type="checkbox"/>	- Intersection, driveway and island curb radii labeled
<input type="checkbox"/>	-All sidewalks and barrier free ramps shown, labeled and dimensioned

<input type="checkbox"/>	- Existing, proposed, future streets and drives shown and labeled
<input type="checkbox"/>	- Right-of-way corner clips and sight visibility easements provided
<input type="checkbox"/>	-Storm inlets identified with paving stations and top of curb elevations at center of inlet.
<input type="checkbox"/>	-Drainage clarified by flow arrows at crests, sags, ridges, intersections, and valley gutters
<input type="checkbox"/>	- Show driveway locations for all lots adjacent to storm inlets
<input type="checkbox"/>	-Show sidewalk layout
<input type="checkbox"/>	13. Traffic Control Plan
<input type="checkbox"/>	14. Illumination Plan
<input type="checkbox"/>	15 .Landscape & Irrigation Plan
<input type="checkbox"/>	16. Tree Survey and Preservation Plan
<input type="checkbox"/>	17. Trails
<input type="checkbox"/>	18. Bridge Plans – If applicable
<input type="checkbox"/>	19. Other Utilities Layout (electric, gas, telephone and cable)
	<p>Notes:</p> <p>*Show street cross sections on every sheet showing ROW, sidewalks and concrete thickness and strength. All plan and profile sheets shall be on City of Rowlett standard sheets.</p> <p>* All horizontal and vertical control shall be on City of Rowlett Geodetic Control, Texas State Plane Coordinates NAD 83(93) North Central Zone, and NAVD 88. All sheets that have contours or profiles shall have benchmark information shown.</p> <p>* All sheets shall be numbered sequentially (1 of X, 2 of X,etc., X=total number of sheets).</p> <p>* Use City standard sheets for Cover Sheet and Plan/Plan Profile Sheets. DO NOT MODIFY OR “CUT UP” PROFILE.</p> <p>* Smaller scales may be used in order to fit drawings to sheets if no detail will be lost, and by prior approval.</p> <p>* All text shall be a minimum of 0.10” if all upper case, and 0.12”</p> <p>*A scale of 1”=30’ will not be allowed on any Civil Drawings.</p>

FORM BASED CODE PROCESS

Application Process— Form Based Code Overview

All applications pertaining to the FB Districts will follow a modified Development Review Process. This process takes a holistic, urban design approach toward all the physical elements that make up the FB Districts. Urban design shapes these elements in ways that create urban environments that are functional, attractive, comfortable, animated, stimulating and safe. While urban design looks at the physical nature of things, its principle goal is to elevate the human experience in the FB Districts.

Process

The first step will be to meet with Planning Staff. During this meeting, we ask the applicant and the applicant's architect to be present. Prior to this meeting, the applicant's architect will need to send over concept plans and sketches for Staff to review. At the time of the meeting, the architect will present the project and work with Staff regarding design issues with the concept plan and details of the FBC. Think of this as a mini-charette, the best designs come from critique and collaboration.

The applicant will then set up a pre-application meeting with the other development review departments (engineering, fire, building inspection, etc.). These meetings are to ensure that the applicant has a complete Development Plan submittal and hopefully reduces the turnaround time.

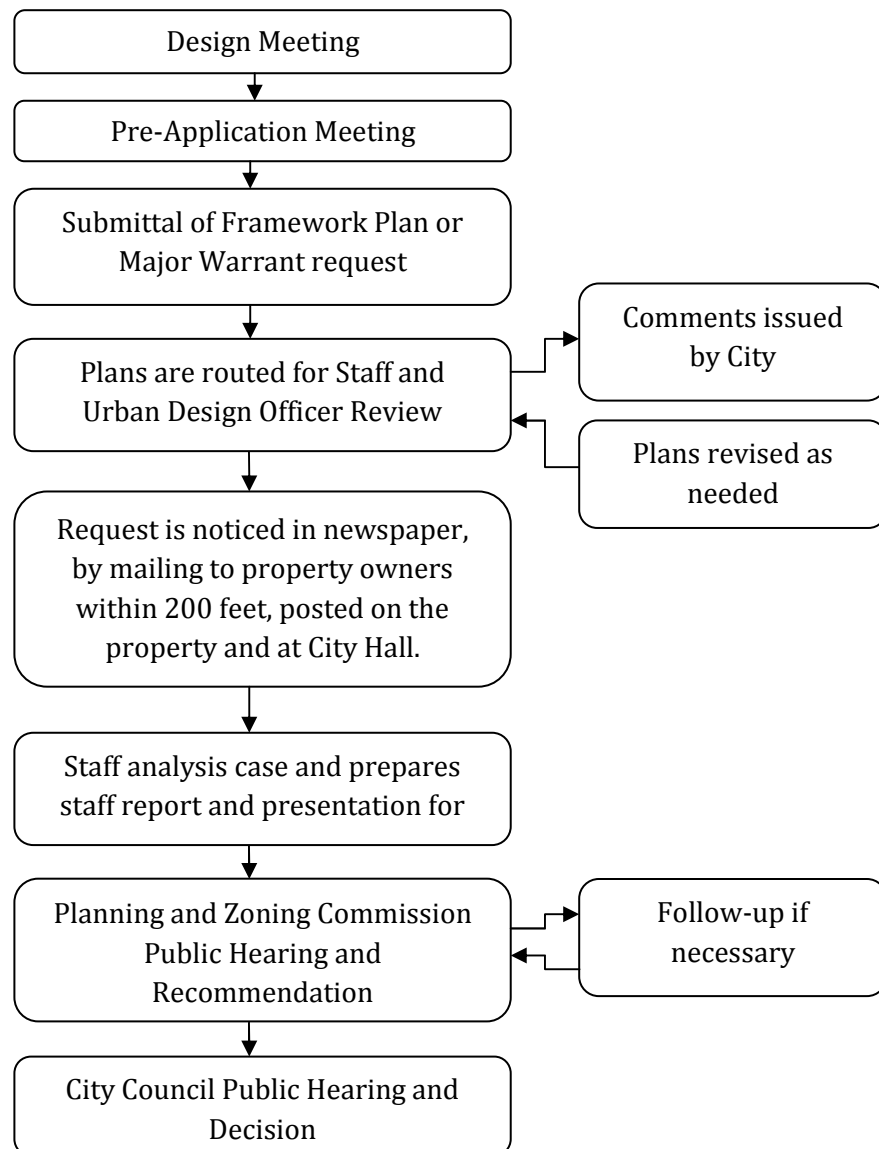
Once the applicant submits a complete Development Plan, the Development Plan is reviewed by our Urban Design Officer (UDO). The Urban Design Officer is a third party advisor. He/She provides comments to Staff. Staff then reviews the submittal as well as the UDO's comments and provides the applicant with feedback. Please allow approximately three weeks for staff comments on Form Based Code submittals. Additional review time may be necessary based on the size and complexity of the submittal. A development review committee meeting will be scheduled to review staff comments with the applicant

The applicant pays for the cost of the Urban Design Offer's review. The typical development review fees will be waived in the FB Districts up until the time of platting, with the exception of the cost to mail public notices.

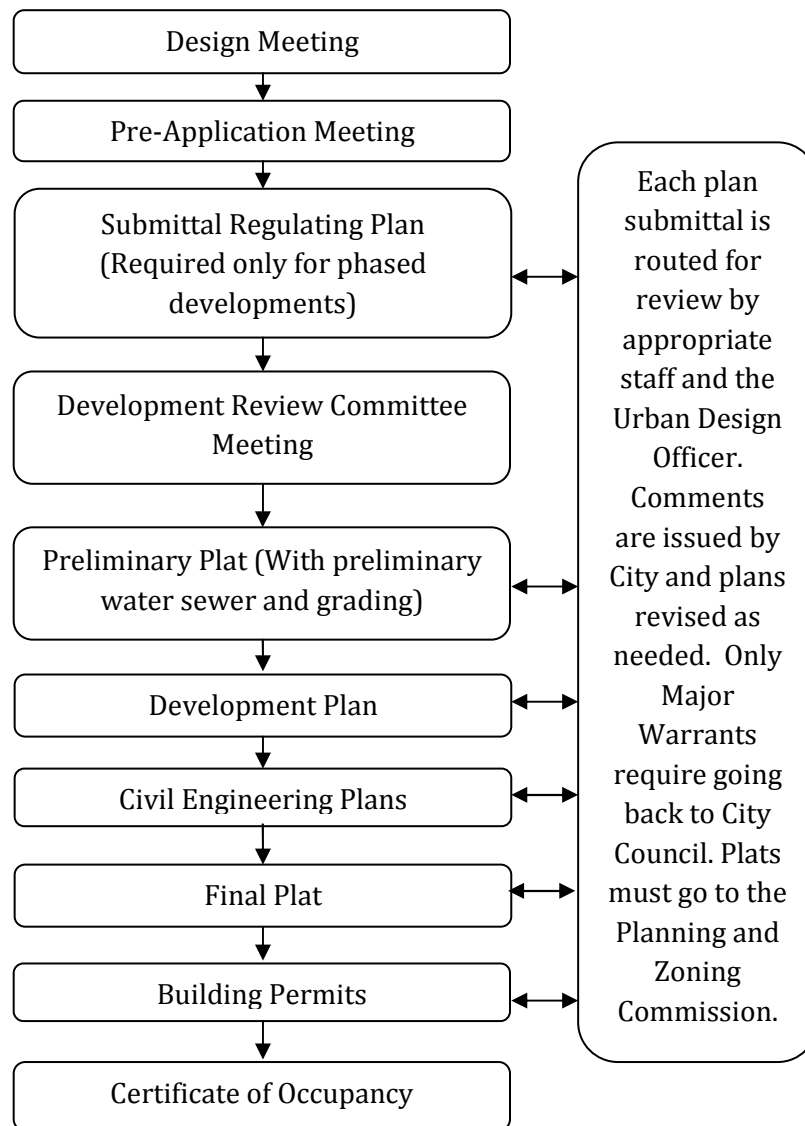
Plans

- ☐ **The Framework Plan** serves to rezone the property and will be reviewed by City Staff and the Urban Design Officer (if appropriate), recommended by the Planning and Zoning Commission, and approved by City Council. Once the framework plan is approved by City Council, the regulating plan and development plans will be approved administratively unless a major warrant is requested.
- ☐ **The Regulating Plan** is required for multi-phased developments and where multiple property owners are involved. It ensures compatibility between phases and property owners and shows more detail than a framework plan. The regulating plan may be submitted individually or in conjunction with a framework plan or development plan.
- ☐ **The Development Plan** is similar to a site plan. Construction permits will be based on an approved development plan. The development plan may be submitted for a single building or for an entire phase of a development. The development plan needs to be consistent with the framework plan in a single phase development or the regulating plan in a multi-phase development. Engineering plans may be submitted once the first round of comments on the development plan has been returned.

Zoning Application Process Flowchart—Form Based Code



Development Application Process Flowchart—Form Based Code



FORM BASED CODE CHECKLISTS

Complete Application Checklist—Form Based Code

All Form Based Code Zoning applications and associated plans are expected to be submitted complete and accurate in all detail as shown by the appropriate checklist(s). Should plans be determined to be incomplete, they may either be returned to the applicant without further review or returned marked with needed changes, depending on the amount/magnitude of changes or corrections needed. Please note that if after three submittals staff determines that significant progress is not being made toward completing plans, a resubmittal fee equal to the original submission fee may be required.

All initial applications shall be accompanied by the following materials:

- ☐ A fully completed Uniform Development Application.
- ☐ A completed Consent Form either signed by the property owner or accompanied by a signed and notarized letter from the property owner giving the representative the ability to make the application for the owner.
- ☐ Electronic copies of the required exhibits in “PDF” format.
- ☐ Six copies of the 24” x 36” exhibits as described on the appropriate checklist(s) for the request being submitted.
- ☐ A copy of the appropriate checklist for the request being submitted, completed and signed by the applicant.
- ☐ A current tax certificate or statement showing that no taxes are due to the City.
- ☐ Payment of all applicable fees (see Schedule of Fees).

All resubmittals of applications shall be accompanied by the following materials:

- ☐ Electronic copies of the required exhibits in “PDF” format.
- ☐ Three copies of the 24” x 36” exhibits as described on the appropriate checklist(s) for the request being submitted.
- ☐ A written response to staff’s comments. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and accepted for final approval, the following materials will be required:

- ☐ Three copies of the 24” x 36” exhibits previously submitted.
- ☐ A compact disc (CD) or flash drive with electronic copies of the required exhibits in “PDF” format, and Legal Description and Development Regulations in Microsoft Word and “PDF” format.

Approval criteria outlined in the Rowlett Development Code for each plan type is listed for reference. The location of this information in the Code is also provided.



FRAMEWORK PLAN REQUEST CHECKLIST

Project Name: _____ **Case #** _____

This checklist is provided to assist you in addressing the minimum requirements for a Framework Plan Request submission. An application is incomplete unless all applicable information noted below is submitted to the Public Works Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** Return this form at the time of application submittal.

EXHIBIT A – LEGAL DESCRIPTION	
Included	Item Description
<input type="checkbox"/>	8½ x 11 copy of the legal description (metes and bounds) of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating Exhibit “A”. The legal description shall extend to the centerline of adjacent thoroughfares and creeks.
<input type="checkbox"/>	Digital PDF copy of the legal description (metes and bounds).
EXHIBIT B – ZONING EXHIBIT	
Included	Item Description
<input type="checkbox"/>	A title block in the lower right corner that includes large, boldly printed “EXHIBIT B – ZONING EXHIBIT”, that includes project name, subdivision name, lot and block, or survey name, abstract number, Dallas or Rockwall County, submission date, and a log of submittal/revision dates since submitted to the City.
<input type="checkbox"/>	Names, addresses and phone numbers of owner, applicant and surveyor.
<input type="checkbox"/>	Written and bar graph scale and north arrow are indicated. (North shall be oriented to the top or left side of the sheet)
<input type="checkbox"/>	Legend, if abbreviations or symbols are used.
<input type="checkbox"/>	Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	The legal description (metes and bounds) of the area within the zoning request shall be included on the zoning exhibit and signed and sealed by a surveyor.
<input type="checkbox"/>	Distances to nearest cross streets.
<input type="checkbox"/>	Total gross and net acreage of existing and requested zoning.
<input type="checkbox"/>	Existing and requested zoning boundary lines. (Requested zoning district boundary is indicated by a heavy solid line, intermittent with 2 dash lines; dimensioned with bearings and distances)
<input type="checkbox"/>	Abstract lines, survey lines, county lines, corporate boundaries are correctly shown and clearly labeled.
<input type="checkbox"/>	Adjacent property within 200 feet - subdivision name or owner’s name and recording information, land use, future land use plan designation, and zoning.
<input type="checkbox"/>	Location and width of driveways, streets, roads and other thoroughfares within 200 feet of the property.
<input type="checkbox"/>	Location of existing rights-of-way and easements with filing information.
<input type="checkbox"/>	Location and width of existing thoroughfares, streets, or county roads within and adjacent to the property.
<input type="checkbox"/>	Topography at five-foot contours or less.
<input type="checkbox"/>	Existing and proposed FEMA-100 year floodplain areas, or a note that no 100-year floodplain exists on the property.
<input type="checkbox"/>	Proposed reclamation of floodplain area(s), if applicable, with acreage.
<input type="checkbox"/>	A note that states, “The development of the site will be in accordance with City of Rowlett development standards.”
<input type="checkbox"/>	Existing easements (utility, drainage, visibility and maintenance, etc.).

Framework Plan Request Checklist (page 2)

EXHIBIT C – STATEMENT OF INTENT AND PURPOSE	
Included	Item Description
<input type="checkbox"/>	Overview of project goals and objectives.
<input type="checkbox"/>	Detailed description of proposed zoning including an explanation of any specified sub-districts, transition zones, flex space required at grade and other special attributes.
<input type="checkbox"/>	<p>Address the approval criteria in Section 77-805.C., outlined below.</p> <ol style="list-style-type: none"> Whether the proposed rezoning corrects an error or meets the challenge of some changing condition, trend, or fact. Whether the proposed rezoning is consistent with the comprehensive plan and the purposes of this Code stated in subchapter 77-103, Purpose of this Code. NOTE: Outside strategic opportunity areas existing zoning as amended and Guiding Principles from the comprehensive plan shall be considered in decisions about rezoning, subdivision and site design throughout the City. Whether the proposed rezoning will protect or enhance the health, safety, morals, or general welfare of the public. Whether the municipality and other service providers will be able to provide sufficient transportation and utility facilities and services to the subject property, while maintaining sufficient levels of service to existing development. NOTE: The City will determine if a Traffic Impact Analysis (TIA) is required. Whether the proposed rezoning is likely to have significant adverse impacts on the natural environment, including air, water, noise, stormwater management, wildlife, and vegetation. Whether the proposed rezoning will have significant adverse impacts on other property in the vicinity of the subject tract. The suitability of the subject property for the existing zoning classification and proposed zoning classification; Whether there is determined to be an excessive proliferation of the use or similar uses. Whether the proposed rezoning will ensure that future uses on the subject tract will be compatible in scale with uses on other properties in the vicinity of the subject tract. The supply of land in the economically relevant area that is in the use district to be applied by the rezoning or in similar use districts, in relation to the demand for that land.
EXHIBIT D – SITE ANALYSIS	
Included	Item Description
<input type="checkbox"/>	A title block in the lower right corner that includes large, boldly printed “EXHIBIT D – SITE ANALYSIS”, project name, subdivision name, lot and block, or survey name, abstract number, Dallas or Rockwall County, submission date, and a log of submittal/revision dates since submitted to the City.
<input type="checkbox"/>	Names, addresses and phone numbers of owner, applicant and surveyor.
<input type="checkbox"/>	Written and bar graph scale and north arrow are indicated.
<input type="checkbox"/>	Legend, if abbreviations or symbol are used.
<input type="checkbox"/>	Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	Topography at five-foot contours or less, with the high point(s) of the site clearly indicated.
<input type="checkbox"/>	Natural features including tree masses, drainage ways, and creeks, with those potentially to be incorporated as open space clearly indicated.
<input type="checkbox"/>	Existing and proposed FEMA 100-year floodplain with elevation.
<input type="checkbox"/>	Lines indicating major wind patterns for summer and winter.
<input type="checkbox"/>	Lines indicating direction of sunlight during summer and winter.
<input type="checkbox"/>	Surrounding existing and future uses on all boundaries are indicated, such as existing neighborhood, commercial areas, vacant land or parks and potential connections to these areas.
<input type="checkbox"/>	Existing easements (utility, drainage, visibility and maintenance, etc.).
<input type="checkbox"/>	Any other information needed to explain opportunities and constraints specific to the site.

Framework Plan Request Checklist (page 3)

EXHIBIT E – FRAMEWORK PLAN	
Included	Item Description
<input type="checkbox"/>	A title block in the lower right corner that includes large, boldly printed “EXHIBIT E – FRAMEWORK PLAN”, project name, subdivision name, lot and block, or survey name, abstract number, Dallas or Rockwall County, submission date, and a log of submittal/revision dates since submitted to the City.
<input type="checkbox"/>	Names, addresses and phone numbers of owner, applicant and surveyor.
<input type="checkbox"/>	Written and bar graph scale and north arrow are indicated. (<i>North shall be oriented to the top or left side of the sheet</i>)
<input type="checkbox"/>	Legend, if abbreviations or symbol are used.
<input type="checkbox"/>	Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	Site boundaries, bearings and dimensions, site acreage and square footage, and approximate distance to the nearest cross street.
<input type="checkbox"/>	Location and proposed boundaries of Form Based Districts in the form based code by area (i.e. New Neighborhood, Urban Village)
<input type="checkbox"/>	A note that states: “The development type boundaries shown on this exhibit are for illustration purposes and do not set the boundary. The boundary is determined at time of final plat.”
<input type="checkbox"/>	Location of any Sub-district areas that would be defined by special development standards, building heights, building types, or land uses.
<input type="checkbox"/>	Location of key public areas or open space, key focal points for landmark features, and required flex-space at grade, if applicable.
<input type="checkbox"/>	Pedestrian Sheds to determine size of community. Each pedestrian shed will be shown as a hollow circle having a radius of 1320 feet. Pedestrian Sheds should be centered on nodes of high activity, public spaces or other community focal points. Sheds may overlap.
<input type="checkbox"/>	Regional Hike and Bike Corridors as shown on the Master Parks Plan within and adjacent to the site are accurately located, named and dimensioned.
<input type="checkbox"/>	Thoroughfares as depicted on the Master Thoroughfare Plan (MTP) within and adjacent to the site are accurately located and named.
<input type="checkbox"/>	Proposed Major thoroughfares and connection points to adjacent properties are dimensioned and labeled.
<input type="checkbox"/>	A note that states: “The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat.”
<input type="checkbox"/>	Cross sections for all proposed major thoroughfares, in conformance with FBC Standards for street design.
<input type="checkbox"/>	A list of all warrants being requested.
<input type="checkbox"/>	A note that states, “Major Warrants from current development intent statements and regulations not specifically listed for approval as part of this Framework Plan may require a hearing by the Planning and Zoning and approval by City Council during Regulating Plan or Development Plan review.”
<input type="checkbox"/>	A note that states, “This Framework Plan is for illustrative purposes only and subject to change. Significant deviations from this Framework Plan, as determined by the Director of Planning, will require an amendment to the Zoning.”
<input type="checkbox"/>	Additional information as requested by the City.
<input type="checkbox"/>	A Traffic Impact Analysis may be required with all development and zoning applications. Please contact the Engineering Department for further information regarding this requirement at 972-412-6287
EXHIBIT F – DEVELOPMENT SCHEDULE	
Included	Item Description
<input type="checkbox"/>	A brief summary describing the proposed development schedule for the area.

Preparer's Signature: _____



REGULATING PLAN REQUEST CHECKLIST

Project Name: _____ **Case #** _____

This checklist is provided to assist you in addressing the minimum requirements for a Regulating Plan Request submission. An application is incomplete unless all applicable information noted below is submitted to the Public Works Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** Return this form at the time of application submittal.

EXHIBIT A – LEGAL DESCRIPTION	
Included	Item Description
<input type="checkbox"/>	8½ x 11 copy of the legal description (metes and bounds) of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating Exhibit “A”. The legal description shall extend to the centerline of adjacent thoroughfares and creeks.
<input type="checkbox"/>	Digital PDF copy of the legal description (metes and bounds).
EXHIBIT B – ZONING EXHIBIT (The applicant may or may not need Exhibit B. It will depend on whether or not there is an adopted Framework Plan for the area.)	
Included	Item Description
<input type="checkbox"/>	A title block in the lower right corner that includes large, boldly printed “EXHIBIT B – ZONING EXHIBIT”, that includes project name, subdivision name, lot and block, or survey name, abstract number, Dallas or Rockwall County, submission date, and a log of submittal/revision dates since submitted to the City.
<input type="checkbox"/>	Names, addresses and phone numbers of owner, applicant and surveyor.
<input type="checkbox"/>	Written and bar graph scale and north arrow are indicated. (North shall be oriented to the top or left side of the sheet)
<input type="checkbox"/>	Legend, if abbreviations or symbols are used.
<input type="checkbox"/>	Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	The legal description (metes and bounds) of the area within the zoning request shall be included on the zoning exhibit and signed and sealed by a surveyor.
<input type="checkbox"/>	Total gross and net acreage of existing and requested zoning.
<input type="checkbox"/>	Existing and requested zoning boundary lines. (Requested zoning district boundary is indicated by a heavy solid line, intermittent with 2 dash lines; dimensioned with bearings and distances)
<input type="checkbox"/>	Abstract lines, survey lines, county lines, corporate boundaries are correctly shown and clearly labeled.
<input type="checkbox"/>	Adjacent property within 200 feet - subdivision name or owner’s name and recording information, land use, future land use plan designation, and zoning.
<input type="checkbox"/>	Location and width of driveways, streets, roads and other thoroughfares within 200 feet of the property.
<input type="checkbox"/>	Location of existing rights-of-way and easements with filing information.
<input type="checkbox"/>	Location and width of existing thoroughfares, streets, or county roads within and adjacent to the property.
<input type="checkbox"/>	Topography at five-foot contours or less.
<input type="checkbox"/>	Existing and proposed FEMA-100 year floodplain areas, or a note that no 100-year floodplain exists on the property.
<input type="checkbox"/>	Proposed reclamation of floodplain area(s), if applicable, with acreage.
<input type="checkbox"/>	Existing easements (utility, drainage, visibility and maintenance, etc.).
<input type="checkbox"/>	Existing building or structure to remain and to be removed
<input type="checkbox"/>	Natural features including tree masses, drainage ways, and creeks.

Regulating Plan Request Checklist (page 2)

<input type="checkbox"/>	A note that states, "The development of the site will be in accordance with City of Rowlett development standards."
EXHIBIT C – STATEMENT OF INTENT AND PURPOSE	
Included	Item Description
<input type="checkbox"/>	Overview of project goals and objectives.
<input type="checkbox"/>	Detailed description of proposed zoning including an explanation of any specified sub-districts, transition zones, flex space required at grade and other special attributes.
EXHIBIT D –REGULATING <i>*(The Regulating Plan should be divided into several themed exhibits as applicable for legibility such as a streets, open space, blocks, buildings types and sub districts, etc.)</i>	
<input type="checkbox"/>	A title block in the lower right corner that includes large, boldly printed "EXHIBIT D – REGULATING PLAN", project name, subdivision name, lot and block, or survey name, abstract number, Dallas or Rockwall County, submission date, and a log of submittal/revision dates since submitted to the City.
<input type="checkbox"/>	Names, addresses and phone numbers of owner, applicant and surveyor.
<input type="checkbox"/>	Written and bar graph scale and north arrow are indicated. <i>(North shall be oriented to the top or left side of the sheet)</i>
<input type="checkbox"/>	Legend, if abbreviations or symbol are used.
<input type="checkbox"/>	Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	Site boundaries, bearings and dimensions, site acreage and square footage, and approximate distance to the nearest cross street.
<input type="checkbox"/>	Pedestrian Sheds to determine size of community. Each pedestrian shed will be shown as a circle having a radius of 1320 feet. Pedestrian Sheds should be centered on nodes of high activity, public spaces or other community focal points. Sheds may overlap.
<input type="checkbox"/>	Designation of Form Based Districts and the area they will apply to.
<input type="checkbox"/>	Designation of Building Types in applicable Form Based Districts (i.e. New Neighborhood).
<input type="checkbox"/>	Designation of any areas where flex space is mandatory or required at grade.
<input type="checkbox"/>	Location and designation of any Sub-district areas that would be defined by special development standards, building heights, building types, or land uses.
<input type="checkbox"/>	Designation of locations of landmark features or terminated vistas, as appropriate.
<input type="checkbox"/>	Location and dimensions of all streets, thoroughfares, collectors, local streets, alleys and mews.
<input type="checkbox"/>	Cross sections of each proposed street type conforming to the matrix in the City of Rowlett's Form Based Code and including pedestrian and cyclist facilities.
<input type="checkbox"/>	Location and dimension of existing and proposed trails.
<input type="checkbox"/>	Labels indicating the length of each block face.
<input type="checkbox"/>	Topography at five-foot contours or less.
<input type="checkbox"/>	Proposed Open Space clearly labeled as a percent of the development area and in square footage.
<input type="checkbox"/>	800 foot buffer rings are shown around all open space areas. This is to ensure buildings are adequately located in regards to open space.
<input type="checkbox"/>	Natural features including tree masses, drainage ways, and creeks.
<input type="checkbox"/>	Existing and proposed FEMA 100-year floodplain with elevation. Include finished floor elevations of all lot adjacent to floodplain. If the site does not contain a floodplain, note that: "No 100-year floodplain exists on the site".
<input type="checkbox"/>	Proposed reclamation of floodplain area(s), if applicable, with acreage.
<input type="checkbox"/>	A list of all warrants being requested.
<input type="checkbox"/>	A note that states: "The FB District boundary(ies) and thoroughfare alignment(s) shown on this exhibit are for illustration purposes and do not set the boundary. The boundary is determined at time of final plat."

Regulating Plan Request Checklist (page 3)

<input type="checkbox"/>	A note that states, "Major Warrants from current development intent statements and regulations not specifically listed for approval as part of this Regulating Plan may require a hearing by the Planning and Zoning Commission and approval by City Council during Development Plan review."
<input type="checkbox"/>	A note that states, "This Regulating Plan is for illustrative purposes only and subject to change. This Regulating Plan, along with development regulations meets the intent of the City of Rowlett Form Based Code. Deviations from specific standards have been listed and requested as warrants."
<input type="checkbox"/>	A note that states, "All current development requirements of the City as amended shall be met unless otherwise approved."
<input type="checkbox"/>	Additional information as requested by the City to clarify the proposed development and compliance with minimum development requirements.
<input type="checkbox"/>	A Traffic Impact Analysis is required with all development and zoning applications. Please contact the Engineering Department for further information regarding this requirement at 972-412-6287
EXHIBIT E – DEVELOPMENT SCHEDULE	
Included	Item Description
<input type="checkbox"/>	A brief summary describing the proposed development schedule for the area.

Preparer's Signature: _____



DEVELOPMENT PLAN REQUEST CHECKLIST

Project Name: _____ Case # _____

This checklist is provided to assist you in addressing the minimum requirements for Development Plan submissions. An application is incomplete unless all applicable information noted below is submitted to the Department of Planning and Community Development. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an "N/A" next to the box. Return this completed form at the time of application submittal.

If a warrant to the regulations is requested, the reason and/or request for each shall be provided both directly on the plan and on a separate letterhead with sufficient details so as to allow a determination to be made by the appropriate approving body. Reference shall be made to the specific requirement and or corresponding Code/Ordinance section.

Plans are expected to be submitted complete and accurate in all detail as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or returned marked with needed changes, depending on the amount/magnitude of changes or corrections needed. Please keep in mind that changes/additions to previously incomplete or inaccurate plans may generate additional comments at re-submittal of corrected plans. Therefore, diligence to the initial submittal is paramount to expediting the review process. In addition to meeting all requirements in the checklist plans will be evaluated based on the listed approval criteria from Section 77-808.D. of the Rowlett Development Code

DEVELOPMENT PLAN REQUIREMENTS	
Included	Item Description
<input type="checkbox"/>	A Traffic Impact Analysis may be required with development and zoning applications. Please contact the Engineering Department for further information regarding this requirement at 972-412-6287
<input type="checkbox"/>	Site boundaries are indicated by a heavy solid line intermittent with 2 dash lines, dimensioned with bearings and distances; indicate and label lot lines, setback lines, and distance to the nearest cross street.
<input type="checkbox"/>	Site location/vicinity map clearly showing the location of the subject property with cross streets is provided. Indicate scale or NTS and provide north arrow.
<input type="checkbox"/>	A north arrow is provided with drawing oriented such as that north is located to the top or left side of drawing sheet.
<input type="checkbox"/>	A written and bar scale is provided, 1"=20' unless previously approved by staff.
<input type="checkbox"/>	A title block is in the lower right corner that includes large, boldly printed "DEVELOPEMENT PLAN", owner and engineer's names, addresses and phone numbers, subdivision name, lot number/s, block number or letter, original submission date, and a log of re-submittal/revision dates since submitted to the City.
<input type="checkbox"/>	Tree masses are clouded with accurate canopy widths shown to determine critical root zone where located within close proximity to existing or proposed pavement.
<input type="checkbox"/>	Floodplain boundary is shown and indicates F.I.R.M. Community panel number and date, and flow line of drainage ways and creeks, as applicable.
<input type="checkbox"/>	Existing topography lines are shown with a light dashed line and proposed contours are shown by a medium weight solid line. Topography is shown at minimum five (5) foot contours referenced to sea level city datum. Spot elevations and additional contours may be required in certain areas depending on topography.

Development Plan Checklist (page 2)

SITE PLAN REQUIREMENTS (continued)	
Included	Item Description
<input type="checkbox"/>	Accurately located, labeled and dimensioned footprint of proposed structure(s) is/are shown by a solid heavy line and labeled by building type. (Not required for New Neighborhood.)
<input type="checkbox"/>	Accurately located, labeled and dimensioned footprint of existing structure(s) to remain is/are shown by a heavy dashed line and labeled by building type.
<input type="checkbox"/>	Accurately located and labeled footprint of structure(s) proposed for demolition is/are shown by a light dashed line. Structures to be demolished are clearly labeled/ identified.
<input type="checkbox"/>	Accurately located footprint of nonresidential structure(s) on abutting properties is/are shown by a light, solid line.
<input type="checkbox"/>	Lots indicated to be terminal vistas or have required flex space at grade on the Framework and/or Regulating Plans are clearly labeled.
<input type="checkbox"/>	The specific building type proposed for each lot is clearly labeled. Within the New Neighborhood FB District, Building Type Category 1, Type 2, or Type 3 shall be indicated.
<input type="checkbox"/>	Adjacent property lines within 200 feet of the subject property lines are shown by a light dashed line.
<input type="checkbox"/>	Within the Urban Village FB District, the specific mix of unit types is clearly labeled by way of depicting the building and unit floor plans.
<input type="checkbox"/>	Provide 100' of context around each building floor plan.
<input type="checkbox"/>	Adjacent zoning and land use (e.g. bank with drive-thru, office building, undeveloped, etc.) within 200 feet of the property line is indicated.
<input type="checkbox"/>	Adjacent property owner(s), or subdivision name, with lot, block and recording information, is shown.
<input type="checkbox"/>	Finished floor elevation of existing and/or proposed structures is referenced to sea level datum.
<input type="checkbox"/>	The floor to ceiling height of each floor in section.
<input type="checkbox"/>	Full width of streets and alley rights-of-way with centerlines, lanes, on-street parking and backs of curbs or paving edges on the property or within 200 feet of the property line are dimensioned and street name or use is labeled.
<input type="checkbox"/>	Driveways within 200 feet of the property line: <ul style="list-style-type: none"> ○ Are accurately located and dimensioned. ○ Distances to the nearest on-site driveway and/or off-site driveway is accurately located and dimensioned as measured from the centerlines. ○ Distance to the nearest street is shown as measured from the end of curb-return radius of the adjacent street to the driveway centerline. ○ Typical radii are shown.
<input type="checkbox"/>	Sidewalks, clear zones, amenity zones, and barrier-free ramps (BFR) within 200 feet of and on the subject property are shown, dimensioned and labeled.
<input type="checkbox"/>	Off-site streets and roads: <ul style="list-style-type: none"> ○ Existing and proposed roadways with medians and median openings adjacent to and within 200 feet of the project site are shown and dimensioned. ○ Medians, median openings with associated left-turn lanes, continuous left-turn lanes, transition and stacking lengths are shown and dimensioned within 200 feet of the project site. ○ Existing, proposed, and required acceleration/deceleration lanes within 200 feet of the project site are shown dimensioned, stacking length indicated, and right-of-way dedication is indicated as applicable. ○ Distance to the nearest signalized intersection is indicated.
<input type="checkbox"/>	All parking spaces are shown, group numbered, and typical dimensions are provided. Indicate required two-foot overhang, as applicable.
<input type="checkbox"/>	Handicapped parking spaces and barrier-free access points are shown, dimensioned, and labeled.

Development Plan Checklist (page 3)

SITE PLAN REQUIREMENTS (continued)	
Included	Item Description
<input type="checkbox"/>	Loading and maneuvering areas are indicated, labeled, and dimensioned. Loading area screening method is indicated and labeled.
<input type="checkbox"/>	Dumpster and/or compactor locations and screening methods are shown. Indicate screening materials and height for all sides. Screening material is to match structure façade with enclosure having solid metal gates.
<input type="checkbox"/>	Paving materials, boundaries and type are indicated.
<input type="checkbox"/>	Within the Urban Village FB District, a detail of the amenity zone, sidewalk and reminder build-to-zone, depicting materials, pedestrian furniture and tree species.
<input type="checkbox"/>	Access easements are accurately located/ tied down, labeled and dimensioned.
<input type="checkbox"/>	Off-site parking is shown and dimensioned from the off-site parking area to the structure or use as applicable. A parking easement or shared parking agreement is required and is provided in draft format.
<input type="checkbox"/>	Where streets have less than 20 feet contiguous travel way, a Fire Fighting Master Plan should be submitted to show Fire Fighting Staging Areas, hydrants, FDC, means of site access and egress, and other requested information.
<input type="checkbox"/>	Proposed dedications and reservations of land for public use including, but not limited to, rights-of-way, easements, park land, open space, drainage ways, floodplains and facility sites are accurately located, dimensioned and labeled.
<input type="checkbox"/>	Screening walls and/or living screens are shown with dimensions and materials. An inset is provided that shows the wall details and column placement as applicable. Plans for masonry walls are to be signed and sealed by a structural engineer and approved by the City Engineer. Channeled or slip-panel/pre-cast walls are prohibited.
<input type="checkbox"/>	Streetscape furniture and street landscaping elements, including light poles, in the amenity zone are shown and labeled.
<input type="checkbox"/>	Existing and proposed water and sanitary sewer lines, storm sewer pipe, with sizes, valves, fire hydrants, manholes, and other utility structures on-site or immediately adjacent to the site are shown and labeled.
<input type="checkbox"/>	Boundaries of detention areas are located. Indicate above and/or below ground detention.
<input type="checkbox"/>	Signage location is indicated for freestanding and attached signs. Signs will need to be permitted separately.
<input type="checkbox"/>	Communication towers are shown and a fall distance/collapse zone is indicated.
<input type="checkbox"/>	Project Site Data (as referenced on page 85 of this Manual).
<input type="checkbox"/>	List of warrants (deviations from strict code requirements) being requested and those previously granted, including dates and approving authority.
<input type="checkbox"/>	<p>A landscape plan indicating plant species/name, height at planting, and spacing conforming to landscape requirements in the Rowlett Form Based Code is attached,</p> <ul style="list-style-type: none"> • Parking lot landscaping and screening is shown to include tree, landscape islands and screening from public walkways. • Streetscape landscaping and screening is shown to include tree, tree grate, and method of planting. • Open space landscaping is shown including trails, trees, shrubs, and other plant material.
<input type="checkbox"/>	<p>A lighting plan that shows location by fixture type is included.</p> <ul style="list-style-type: none"> • A lighting data chart is used to reference fixture type (i.e. pole or wall pack), maximum height, those requiring shielding, those requiring skirting, wattage and foot-candles of each fixture. • No lighting source (i.e. bulb, reflector, etc.) is allowed to be visible from an adjacent property or public street. • Average lighting level in residential areas should be 2 foot candles • Average lighting level in retail areas should be 3 foot candles • Average lighting level in parking lots should be 1 foot candle • Average lighting level at street Intersections should be 2 foot candles

- Average lighting level at street centerlines should be 1 foot candle

Development Plan Checklist (page 4)

<input type="checkbox"/>	<p>A colored façade plan that shows building materials, windows, window casing, entryways, roof eaves, downspouts, and other architectural details to scale for each elevation is attached (Not required for single family residential). Facades plans should be meet all Form Based Code Standards.</p> <ul style="list-style-type: none"> • The building type is indicated. • Calculations should be made for the percentage of each building material and for windows. • Heavier materials should be used below lighter ones. • Buildings maintain a façade rhythm of 20-30 feet. • At least 25 percent of above grade apartments have balconies. • Tri-partied architecture or other suitable technique is used. • Clear heights for each floor are labeled. • All doors and entry points are clearly shown. • Any steps or grade changes are shown. • Shadow lines, expression lines, canopies, awnings, and/or signage areas are clearly labeled.
<input type="checkbox"/>	<p>Improvements are proposed in TXDOT Right-of-Way and one (1) full set of civil engineering plans has been submitted to: Jim Brummett, Northeast Dallas Area Office, P.O. Box 133067, Dallas, Texas 75313-3067, phone (214) 320-4447.</p>
<p>APPROVAL CRITERIA <i>Section 1.4.7.c. of the Form Based Code.</i> A development plan shall be approved upon a finding that the development plan meets all of the following criteria:</p>	
<ol style="list-style-type: none"> 1. Is in compliance with the standards set in the regulating and/or framework plan. 2. Is consistent with the comprehensive plan. 3. Is consistent with the intent statements in the Form Based Code. 4. Meets the criteria in the Rowlett Form based Code, or has received all requested warrants. 	

Preparer's Signature: _____



URBAN DESIGN OFFICER ACKNOWLEDGEMENT FORM

Contact Information	
Name	
Position	
Agency	
Agency Address	
City, State, ZIP Code	
Agency Phone	
Agency E-Mail Address	

Agreement and Signature	
<p>By submitting this application, I acknowledge that I have considered the Realize Rowlett 2020 Plan and the Form-Based Code and desire urban design services by way of the City of Rowlett's Urban Design Officer (UDO).</p> <p>I understand that the UDO's fees will be billed at the end of the review process at a rate of two hundred and twenty dollars per hour (\$220 per hr.)</p> <p>I affirm that the facts set forth in this form are true and complete.</p>	
Name (printed)	
Signature	
Date	

OTHER FORMS AND MATERIALS

Schedule of Fees

APPLICATION FEES	
Zoning, Special Use Permit	\$650
Minor Special Use Permit	\$250 + \$1 per each property owner notified
Planned Development Zoning and Amendments	\$1,200
Preliminary Plat	\$500
Final Plat	\$600
Final Plat – Single Lot Residential	\$200
Replat	\$450
Amending Plat	\$350
Site Plan	\$525
Landscape Plan	\$300
Tree Survey / Preservation Plan	\$475
Building Façade / Elevation Plan	\$200
Variance	\$250 + \$1 per each property owner notified
Board of Appeals	\$150 (residential) \$250 (non-residential)

ENGINEERING APPLICATION FEES	
Engineering Inspection	\$4% of cost of public improvements
Civil Engineering Plan Review - Residential	\$400 plus \$100 per acre above one acre*
Civil Engineering Plan Review – Commercial	\$600 plus \$100 per acre above one acre*
*first acre is included, acreage will be rounded to nearest whole number	

FORM BASED CODE APPLICATION FEES	
Framework Plans, Regulating Plans, and Development Plans	\$220 per hour of review plus any applicable notification fees (\$1 per each property owner notified, cost of newspaper notification)

OTHER FEES	
Park Pro Rata	\$594 (each single-family dwelling unit) \$306 (each multifamily dwelling unit)
Zoning Verification Letter	\$25
Sign Permit Fee, Non-Illuminated Sign	\$50 (1 – 100 square feet) \$75 (101 – 200 square feet)
Sign Permit Fee, Illuminated Signs (electrical permit in addition to Sign Permit Fee)	\$30
Sign Permit Fee, Off-Site Directional Real Estate	\$150

Schedule of Fees (continued)

WATER & WASTEWATER IMPACT FEES

Meter Size (inches)	Residential			Non-Residential		
	Water	Wastewater	Total	Water	Wastewater	Total
3/4	\$ 1,466.00	\$ 1,377.00	\$ 2,843.00	\$ 733.00	\$ 688.50	\$ 1,421.50
1	\$ 3,665.00	\$ 3,443.00	\$ 7,108.00	\$ 1,832.50	\$ 1,721.50	\$ 3,554.00
1 1/2	\$ 7,330.00	\$ 6,885.00	\$ 14,215.00	\$ 3,665.00	\$ 3,442.50	\$ 7,107.50
2	\$ 11,728.00	\$ 11,016.00	\$ 22,744.00	\$ 5,864.00	\$ 5,508.00	\$ 11,372.00
3	\$ 23,456.00	\$ 22,032.00	\$ 45,488.00	\$ 11,728.00	\$ 11,016.00	\$ 22,744.00
4	\$ 36,650.00	\$ 34,425.00	\$ 71,075.00	\$ 18,325.00	\$ 17,212.50	\$ 35,537.50
6	\$ 73,300.00	\$ 68,850.00	\$ 142,150.00	\$ 36,650.00	\$ 34,425.00	\$ 71,075.00
8	\$ 117,280.00	\$ 110,160.00	\$ 227,440.00	\$ 58,640.00	\$ 55,080.00	\$ 113,720.00
10	\$ 168,590.00	\$ 158,355.00	\$ 326,945.00	\$ 84,295.00	\$ 79,177.50	\$ 163,472.50

ROADWAY IMPACT FEES

LAND USE CATEGORY	DEVELOPMENT UNIT	SEVICE AREA 1 ADOPTED FEE RATE	SEVICE AREA 2 ADOPTED FEE RATE
PORT AND TERMINAL			
Truck Terminal	Acre	\$11,429.50	\$11,429.50
INDUSTRIAL			
General Light Industrial	1,000 SF GFA	\$677.00	\$677.00
General Heavy Industrial	1,000 SF GFA	\$1,186.50	\$1,186.50
Industrial Park	1,000 SF GFA	\$600.20	\$600.20
Warehousing	1,000 SF GFA	\$223.20	\$223.20
Mini-Warehouse	1,000 SF GFA	\$453.50	\$453.50
RESIDENTIAL			
Single-Family Detached Housing	Dwelling Unit	\$3,490.00	\$3,490.00
Apartment/Multi-family	Dwelling Unit	\$1,405.95	\$1,405.95
Residential Condominium/Townhome	Dwelling Unit	\$1,179.10	\$1,179.10
Senior Adult Housing-Detached	Dwelling Unit	\$612.30	\$612.30
Senior Adult Housing-Attached	Dwelling Unit	\$362.70	\$362.70
Assisted Living	Beds	\$498.55	\$498.55
LODGING			
Hotel	Room	\$265.20	\$265.20
Motel / Other Lodging Facilities	Room	\$210.60	\$210.60
RECREATIONAL			
Golf Driving Range	Tee	\$562.40	\$562.40
Golf Course	Acre	\$135.40	\$135.40
Recreational Community Center	1,000 SF GFA	\$651.80	\$651.80
Ice Skating Rink	1,000 SF GFA	\$1,060.80	\$1,060.80
Miniature Golf Course	Hole	\$147.80	\$147.80
Multiplex Movie Theater	Screens	\$6,131.20	\$6,131.20
Racquet / Tennis Club	Court	\$1,506.20	\$1,506.20
INSTITUTIONAL			
Church	1,000 SF GFA	\$404.50	\$404.50
Day Care Center	1,000 SF GFA	\$5,116.00	\$5,116.00
Primary/Middle School (1-8)	Students	\$47.40	\$47.40
High School	Students	\$37.60	\$37.60
Junior / Community College	Students	\$34.80	\$34.80
University / College	Students	\$61.40	\$61.40
MEDICAL			
Clinic	1,000 SF GFA	\$2,733.20	\$2,733.20
Hospital	Beds	\$691.00	\$691.00
Nursing Home	Beds	\$115.80	\$115.80
Animal Hospital/Veterinary Clinic	1,000 SF GFA	\$4,352.00	\$4,352.00
OFFICE			
Corporate Headquarters Building	1,000 SF GFA	\$977.20	\$977.20
General Office Building	1,000 SF GFA	\$1,040.00	\$1,040.00
Medical-Dental Office Building	1,000 SF GFA	\$2,415.00	\$2,415.00
Single Tenant Office Building	1,000 SF GFA	\$1,207.40	\$1,207.40
Office Park	1,000 SF GFA	\$1,033.00	\$1,033.00
COMMERCIAL			
Automobile Related			
Automobile Care Center	1,000 SF Occ. GLA	\$2,282.00	\$2,282.00
Automobile Parts Sales	1,000 SF GFA	\$3,832.00	\$3,832.00
Gasoline/Service Station	Vehicle Fueling Position	\$1,682.00	\$1,682.00
Gasoline/Service Station w/ Conv Market	Vehicle Fueling Position	\$1,231.50	\$1,231.50
Gasoline/Service Station w/ Conv Market and Car Was	Vehicle Fueling Position	\$1,284.00	\$1,284.00
New Car Sales	1,000 SF GFA	\$2,327.50	\$2,327.50
Quick Lubrication Vehicle Shop	Servicing Positions	\$3,493.00	\$3,493.00
Self-Service Car Wash	Stall	\$694.50	\$694.50
Tire Store	1,000 SF GFA	\$3,360.50	\$3,360.50

ROADWAY IMPACT FEES

Continued

LAND USE CATEGORY	DEVELOPMENT UNIT	SEVICE AREA 1 ADOPTED FEE RATE	SEVICE AREA 2 ADOPTED FEE RATE
Dining			
Fast Food Restaurant with Drive-Thru Window	1,000 SF GFA	\$14,172.50	\$14,172.50
Fast Food Restaurant without Drive-Thru Window	1,000 SF GFA	\$10,955.00	\$10,955.00
High Turnover (Sit-Down) Restaurant	1,000 SF GFA	\$2,130.20	\$2,130.20
Quality Restaurant	1,000 SF GFA	\$1,404.20	\$1,404.20
Coffee/Donut Shop with Drive-Thru Window	1,000 SF GFA	\$10,787.50	\$10,787.50
Other Retail			
Free-Standing Discount Store	1,000 SF GFA	\$3,933.00	\$3,933.00
Nursery (Garden Center)	1,000 SF GFA	\$2,990.50	\$2,990.50
Home Improvement Superstore	1,000 SF GFA	\$1,382.00	\$1,382.00
Pharmacy/Drugstore w/o Drive-Thru Window	1,000 SF GFA	\$4,449.50	\$4,449.50
Pharmacy/Drugstore w/ Drive-Thru Window	1,000 SF GFA	\$5,933.00	\$5,933.00
Shopping Center	1,000 SF GLA	\$2,753.50	\$2,753.50
Supermarket	1,000 SF GFA	\$7,552.00	\$7,552.00
Toy/Children's Superstore	1,000 SF GFA	\$3,922.50	\$3,922.50
Department Store	1,000 SF GFA	\$1,406.00	\$1,406.00
Video Rental Store	1,000 SF GFA	\$7,643.00	\$7,643.00
SERVICES			
Walk-In Bank	1,000 SF GFA	\$4,320.50	\$4,320.50
Drive-In Bank	Drive-in Lanes	\$8,620.00	\$8,620.00
Hair Salon	1,000 SF GLA	\$603.50	\$603.50

Zoning Sign Criteria

When Zoning Signs are required to be posted, the applicant shall place a sign on the subject property at least ten days prior to the scheduled meeting of the decision-making body, and the sign shall remain until after the final scheduled meeting regarding the subject application. In computing such period, the day of posting shall not be counted, but the day of the hearing shall be counted. If no part of the subject property is visible from the public right-of-way, the notice shall be posted along the nearest street in the public right-of-way. Before the hearing, the applicant shall submit to the planning department an affidavit, signed by the person who did the posting or the person who caused the posting to be done, that notice was posted as required by this subsection. A picture of the zoning sign placed on the property shall be provided to the planning department for permanent record.

Zoning Signs will be provided to the applicant by the City of Rowlett Public Works Department for placement on the subject property.



TREE REMOVAL & SITE CLEARING PERMIT APPLICATION

APPLICATION INFORMATION			
Project Name:		Total Acreage:	
Location of Property:		Appraisal District Account Number(s) & County:	
Subdivision/Addition Name:		Lot:	Block:
CURRENT PROPERTY OWNER			
Company:		Name:	
Address:		Phone No:	
		Fax No:	
City:	State:	Zip Code:	E-Mail:
APPLICANT/CONTRACT PURCHASER			
Company:		Name:	
Address:		Phone No:	
		Fax No:	
City:	State:	Zip Code:	E-mail:
PROJECT/SITE INFORMATION			
Project Type: <input type="checkbox"/> Tree Removal <input type="checkbox"/> Site Clearing <input type="checkbox"/> Pruning of Trees in Right-of-Way <input type="checkbox"/> Other_____			
Number of Trees to be Removed or Pruned:			
Type of Property: <input type="checkbox"/> Residential <input type="checkbox"/> Non-Residential			
Reason for Removal: <input type="checkbox"/> Construction <input type="checkbox"/> Hazardous Location <input type="checkbox"/> Dead, Diseased or Damaged <input type="checkbox"/> Other_____			
Method of Removal: <input type="checkbox"/> Cutting <input type="checkbox"/> Transplanting On-Site <input type="checkbox"/> Transplanting Off-Site			
Address:		Phone No:	
		Fax No:	
City:	State:	Zip Code:	E-mail:

Signature of Property Owner: _____ Date: _____

NOTE: IT IS THE RESPONSIBILITY OF THE PERMIT HOLDER TO CALL FOR ALL INSPECTIONS

For Administrative Use Only		
Date: _____	Associated Case Number (if applicable): _____	Total Fees Paid: \$ _____

Standard Plat Language

THE FOLLOWING LANGUAGE SHALL BE PLACED ON ALL PLATS
REQUIRING PLANNING & ZONING COMMISSION APPROVAL.

CITY APPROVAL CERTIFICATE

This plat is hereby approved by the Planning and Zoning Commission of the City of Rowlett, Texas

Chairman, Planning and Zoning Commission Date

ATTEST:

Signature Date

Name & Title

The Director of Development Services of the City of Rowlett, Texas hereby certifies that to the best of his/her knowledge or belief, this subdivision plat conforms to all requirements of the Code of Ordinances and with engineering construction standards and processes adopted by the City of Rowlett, Texas as to which his/her approval is required.

Director of Development Services Date

ATTEST:

Signature Date

Name & Title

Standard Plat Language (continued)

**THE FOLLOWING LANGUAGE SHALL BE PLACED ON ALL PLATS
REQUIRING PLANNING & ZONING COMMISSION APPROVAL.**

SURVEYOR'S CERTIFICATION

KNOW ALL MEN BY THESE PRESENTS:

That I, _____, do hereby certify, that I prepared this plat from an actual on the ground survey of the land as described and that the corner monuments shown thereon were properly placed under my personal supervision in accordance with the Platting Rules and Regulations of the City of Rowlett Planning and Zoning Commission.

Registered Professional Surveyor

STATE OF TEXAS §

COUNTY OF _____ §

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, 20__.

Notary Public in and for
the State of Texas

Standard Plat Language (continued)

**THE FOLLOWING LANGUAGE SHALL BE PLACED ON ALL MINOR
PLATS/SUBDIVISIONS APPROVED BY THE DIRECTOR OF DEVELOPMENT
SERVICES.**

CITY APPROVAL CERTIFICATE

This plat is hereby approved by the Director of Development Services of the City of Rowlett, Texas, in accordance with the Rowlett Development Code, Review & Approval Procedures.

The Director of Development Services of the City of Rowlett, Texas hereby certifies that to the best of his/her knowledge or belief, this subdivision plat conforms to all requirements of the Rowlett Development Code and with engineering construction standards and processes adopted by the City of Rowlett, Texas as to which his approval is required.

Director of Development Services

Date

ATTEST:

Signature

Date

Name & Title

Standard Plat Language (continued)

THE FOLLOWING LANGUAGE SHALL BE PLACED ON ALL FINAL PLATS.

SAMPLE OWNER'S CERTIFICATE (If no homeowners' association is involved.)

STATE OF TEXAS §

COUNTY OF DALLAS or ROCKWALL §

WHEREAS, John Doe and Joe Dokes are the Owners of a tract of land situated in the *J. Foreman Survey, Abstract No. 483, Dallas County, Texas* and being out of a *40 acre tract conveyed to them by Joe Smith and Tom Smith* and a *0.54 acre tract conveyed to them by Jim Henry* and being more particularly described as follows:

(Enter accurate property description here)

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That I/we, _____, Owners, do hereby bind themselves and their heirs, assignees and successors of title this plat designating the hereinabove described property as "_____", an addition to the City of Rowlett, and do hereby dedicate to the public use forever the streets, alleys, and right-of-way easements shown thereon, and do hereby reserve the easement strips shown on this plat for the mutual use and accommodation of garbage collection agencies and all public utilities desiring to use or using same. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths that in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of these easements strips, and any public utility shall at all times have the right of ingress and egress to and from and upon the said easement strips for the purpose of constructing, reconstructing, inspecting, patrolling, without the necessity at any time of procuring the permission of anyone. This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Rowlett, Texas.

Witness our hands at (county), Texas, this _____ day of _____, 20__.

Owner(s)

STATE OF TEXAS _____ § _____

COUNTY OF _____ §

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared *John Doe and Joe Dokes*, Owners, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledged to me that they each executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, 200_.

Notary Public in and for
the State of Texas

Standard Plat Language (continued)

THE FOLLOWING LANGUAGE SHALL BE PLACED ON ALL FINAL PLATS.

SAMPLE OWNER'S CERTIFICATE (If a homeowners' association is involved.)

STATE OF TEXAS

§

COUNTY OF DALLAS or ROCKWALL §

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Furthermore, as the owner of the property described herein, and in consideration of establishing the subdivision described herein, I/we agree to the following:

- Every owner of fee simple title to every individual lot within the subdivision shall be a member of the homeowners' association.
- The homeowners' association shall have the authority to collect membership fees.
- As applicable as it pertains to conditions shown herein, the homeowners' association shall be responsible for the maintenance of all common areas, screening walls, landscaped areas, private streets and alleys.
- The homeowners' association shall grant the City the right of access to any areas to abate any nuisances on such areas, and attach a lien upon each individual lot for the prorated costs of abatement.
- The homeowners' association shall indemnify and hold the City harmless from any and all costs, expenses, suits, demands, liabilities, damages, or otherwise, including attorney fees and costs of suit, in connection with the City's maintenance of common areas.
- The homeowners' association shall, where additional rights-of-way have been dedicated for the purpose of providing landscaping, additional areas for sidewalks, walls or other amenities, enter into a license agreement with the City and shall be responsible for the installation and maintenance of all landscape areas in the public rights-of-way.

This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Rowlett, Texas.

Signature of Owner

Standard Plat Language (continued)

THE FOLLOWING LANGUAGE SHALL BE PLACED ON ALL FINAL PLATS.

MORTGAGE HOLDER CERTIFICATION (If no homeowners' association is involved.)

That I/we, _____, hold a mortgage or represent holders of a mortgage on the described property herein, do hereby consent to the submission and filing of this plat designating the hereinabove described property as _____, an addition to the City of Rowlett and do hereby dedicate to the public use forever the streets, alleys, and right-of-way easements shown thereon and do hereby reserve the easements shown on this plat for the mutual use and accommodation of garbage collection agencies, public utilities desiring to use or using same and fire and access easements. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths which in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of these easements and any public utility shall at all times have the right of ingress and egress to and from and upon the said easement strips for the purpose of constructing, reconstructing, inspecting, patrolling, without the necessity at any time of procuring the permission of anyone. This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Rowlett, Texas.

Witness our hands at (county), Texas, this _____ day of _____, 20__.

Signature

Title

Company

STATE OF TEXAS §

COUNTY OF §

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared _____, Owners, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledged to me that they each executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, 20__.

Notary Public in and for
the State of Texas

Standard Plat Language (continued)

THE FOLLOWING LANGUAGE SHALL BE PLACED ON ALL FINAL PLATS.

MORTGAGE HOLDER CERTIFICATION (If a homeowners' association is involved.)

That I/we, _____, hold a mortgage or represent holders of a mortgage on the described property herein, do hereby consent to the submission and filing of this plat designating the hereinabove described property as _____, an addition to the City of Rowlett and do hereby dedicate to the public use forever the streets, alleys, and right-of-way easements shown thereon and do hereby reserve the easements shown on this plat for the mutual use and accommodation of garbage collection agencies and all public utilities desiring to use or using same. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths which in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of these easement strips and any public utility shall at all times have the right of ingress and egress to and from and upon the said easement strips for the purpose of constructing, reconstructing, inspecting, patrolling, without the necessity at any time of procuring the permission of anyone. This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Rowlett, Texas, and to requirements placed on the homeowners' association as indicated herein and remedies to the abatement of nuisance and liens on properties therein and as required.

Witness our hands at (county), Texas, this _____ day of _____, 20__.

Signature

Title

Company

STATE OF TEXAS §

COUNTY OF _____ §

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared _____, Owners, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledged to me that they each executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, 20__.

Notary Public in and for
the State of Texas

Easements – Standard Language

ACCESS EASEMENT

The undersigned does covenant and agree that the access easement may be utilized by any person or the general public for ingress and egress to other real property, and for the purpose of General Public vehicular and pedestrian use and access, and for Fire Department and emergency use, in, along, upon, and across said premises, with the right and privilege at all times of the City of Rowlett, its agents, employees, workmen, and representatives having ingress, egress, and regress in, along, upon, and across said premises.

FIRE LANE EASEMENT

That the undersigned does hereby covenant and agree that he (they) shall construct upon the fire lane easements, as dedicated and shown hereon, a hard surface and that he (they) shall maintain the same in a state of good repair at all times and keep the same free and clear of any structures, fences, trees, shrubs, or other improvements or obstruction, including but not limited to the parking of motor vehicles, trailers, boats, or other impediments to the access of fire apparatus. The maintenance of paving on the fire lane easements is the responsibility of the owner, and the owner shall post and maintain appropriate signs in conspicuous places along such fire lanes, stating "Fire Lane, No Parking." The police or his duly authorized representative is hereby authorized to cause such fire lanes and utility easements to be maintained free and unobstructed at all times for Fire Department and emergency use.

VISIBILITY AND MAINTENANCE EASEMENT

The area or areas shown on the plat as "VAM" (Visibility , Access, and Maintenance) easement(s) are hereby given and granted to the city, its successors and assigns, as an easement to provide visibility, right of access, and maintenance upon and across said VAM easement. The city shall have the right, but not the obligation, to maintain any and all landscaping within the VAM easement. Should the city exercise this maintenance right, it shall be permitted to remove and dispose of any and all landscaping improvements, including without limitation, any trees, shrubs, flowers, ground cover, and fixtures. The city may withdraw maintenance of the VAM easement at any time. The ultimate maintenance responsibility for the VAM easement shall rest with the owners. No building, fence, shrub, tree, or other improvements or growths, which in any way endanger or interfere with the visibility, shall be constructed in, on, over, or across the VAM easement. The city shall also have the right, but not the obligation, to add any landscape improvements to the VAM easement, to erect any traffic control devices or signs on the VAM easement, and to remove any obstruction thereon. The city, its successors, assigns, or agents, shall have the right and privilege at all times to enter upon the VAM easement or any part thereof for the purposes and with all rights and privileges set forth herein.

DRAINAGE AND FLOODWAY EASEMENT

(For Subdivision Plat for Multifamily or Commercial Subdivision)

This plat is hereby adopted by the owners (called "Owners") and approved by the City of Rowlett, (called "City") subject to the following conditions which shall be binding upon the Owners, their heirs, grantees, successors, and assigns: The drainage and floodway easement as shown and described by bearings and distances on Lot _____, Block _____, of the plat is called "Drainage and Floodway Easement." The Drainage and Floodway Easement is hereby dedicated to the public's use forever, but including the following covenants with regard to maintenance responsibilities. The existing creek or creeks traversing the Drainage and Floodway Easement will remain as an open channel at all times and shall be maintained by the individual owners of the lot or lots that are traversed by or adjacent to the Drainage and Floodway Easement. The City will not be responsible for the maintenance and operation of said creek or creeks or for any damage or injury to private property or person that results from the flow of water along said creek, or for the control of erosion. No obstruction to the natural flow of storm water run-off shall be permitted by construction of any type of building, fence, or any other structure within the Drainage and Floodway Easement. Provided, however, it is understood that in the event it becomes necessary for the City to channelize or consider erecting any type of drainage structure in order to improve the storm drainage, then in such event, the City shall have the right, but not the obligation, to enter upon the Drainage and Floodway

Easements – Standard Language (continued)

Easement at any point, or points, with all rights of ingress and egress, to investigate, survey, erect, construct, or maintain any drainage facility deemed necessary by the City for drainage purposes. Each property owner shall keep the natural drainage channels and creeks traversing the Drainage and Floodway Easement adjacent to his property clean and free of debris, silt, and any substance which would result in unsanitary conditions or obstruct the flow of water, and the City of Rowlett shall have the right of ingress and egress for the purpose of inspection and supervision of maintenance work by the property owner to alleviate any undesirable conditions which may occur. The natural drainage channels and creeks through the Drainage and Floodway Easement, as in the case of all natural channels, are subject to storm water overflow and natural bank erosion to an extent which cannot be definitely defined. The City shall not be held liable for any damages or injuries of any nature resulting from the occurrence of these natural phenomena, nor resulting from the failure of any structure or structures, within the natural drainage channels, and the Owners hereby agree to indemnify and hold harmless the City from any such damages and injuries. Building areas outside the Drainage and Floodway Easement line shall be filled to a minimum elevation as shown on the plat. The minimum floor elevation for each lot shall be as shown on the plat.

DRAINAGE AND FLOODWAY EASEMENT

(For Subdivision Plat Where Floodplain is Maintained by a Homeowners Association)

This plat is hereby adopted by the owners (called "Owners") and approved by the City of Rowlett, (called "City") subject to the following conditions which shall be binding upon the Owners, their heirs, grantees, successor, and assigns: Lot _____, Block _____, as shown on the plat is called "Drainage and Floodway Easement." The Drainage and Floodway Easement is hereby dedicated to the public's use forever, but including the following covenants with regard to maintenance responsibility. The existing creek or creeks traversing the Drainage and Floodway Easement shall remain as open channels at all times and shall be maintained by all of the owners of lots in the subdivision by and through a lawfully created homeowners association to be created by the Owners. The Owners covenant and agree that such a homeowners association (called "Association") shall be created prior to the final acceptance of the City. All Association documents shall be subject to the approval of the City and shall specifically contain covenants binding the Association to continuously maintain the Drainage and Floodway Easement. Such covenants shall not relieve the individual lot owners of the responsibility to maintain the Drainage and Floodway Easement should the Association default in the performance of its maintenance responsibility. The Association documents shall also contain provisions that they may not be amended with regard to the Drainage and Floodway Easement maintenance responsibilities without the approval of the City. The fee simple title to the Drainage and Floodway Easement shall always remain in the Association. The City will not be responsible for the maintenance and operation of said creek or creeks or for any damage or injury to private property or person that results from the flow of water along said creek, or for the control of erosion. No obstruction to the natural flow of storm water run-off shall be permitted by construction of any type of building, fence, or any other structure within the Drainage and Floodway Easement. Provided, however, it is understood that in the event it becomes necessary for the City to consider channelizing or erecting any type of drainage structure in order to improve the storm drainage, then in such event, the City shall have the right, but not the obligation, to enter upon the Drainage and Floodway Easement at any point, or points, with all rights of ingress and egress to investigate, survey, or to erect, construct, and maintain any drainage facility deemed necessary for drainage purposes. The Owners and the Association shall keep the natural drainage channels within the Drainage and Floodway Easement free of debris, silt, or any substance which would result in unsanitary conditions or obstruct the flow of water, and the City shall have the right of ingress and egress for the purpose of inspection and supervision of maintenance work by the Owners and the Association to alleviate any undesirable conditions which may occur. The creeks and natural drainage channels through the Drainage and Floodway Easement as in the case of all natural channels, are subject to storm water overflow and natural bank erosion to an extent which cannot be definitely defined. The City shall not be liable for any damages and injuries of any nature resulting from the occurrence of these natural phenomena, nor resulting from the failure of any structure or structures, within the Drainage and Floodway Easement, and the Owners hereby agree to indemnify and hold harmless the City from any such damages and

Easements – Standard Language (continued)

injuries. Building areas outside the Drainage and Floodway Easement shall be filled to a minimum elevation as shown on the plat.

DRAINAGE AND FLOODWAY EASEMENT

(For Subdivision Plat Where the Adjacent Lot Owners Have No Maintenance Responsibility)

This plat is hereby adopted by the owners (called "Owners") and approved by the City of Rowlett, (called "City") subject to the following conditions which shall be binding upon the Owners, their heirs, grantees, successors, and assigns: Lot _____, Block _____, as shown on the plat is called "Drainage and Floodway Easement." The Drainage and Floodway Easement is hereby dedicated to the public's use forever for drainage and floodway purposes. The Owners shall not obstruct the natural flow of storm water run-off by the construction of any type of building, fence, or any other structure within the Drainage and Floodway Easement. The City shall at all times have the right to enter upon the Drainage and Floodway Easement, at any point, or points, with all rights of ingress and egress, to investigate, survey, erect, construct, and maintain any facility deemed necessary by the City for drainage purposes. The drainage channels and creeks, as in the case of all natural channels, are subject to storm water overflow and natural bank erosion to an extent which cannot be definitely defined. The City shall not be held liable for any damages or injuries of any nature resulting from the occurrence of these natural phenomena, nor resulting from the failure of any structure or structures, within the Drainage and Floodway Easement, and the owners hereby agree to indemnify and hold harmless the City from any such damages and injuries. The building areas outside of the Drainage and Floodway Easement shall be filled to a minimum elevation as shown on the plat. The minimum floor elevation for each lot shall be as shown on the plat.

Zoning Concept Plan & Site Plan Data

The following data shall be included on all Zoning Concept Plans and Site Plans. Residential and Non-Residential properties should use the appropriate tables. Mixed-Use Developments shall use both the Residential and Non-Residential data as applicable.

PROJECT SITE DATA (Residential)

GENERAL

Case Number
Name of Project/Development
Proposed Use
Future Land Use Designation
Proposed Future Land Use Designation
Existing Zoning District
Proposed Zoning District
Applicable Overlays (e.g., PD, SUP)
Appraisal District Account Numbers and County

OVERALL SITE

Gross Site Area
Site Frontage
Site Width
Site Depth
Impervious Surface Area
Pervious Surface Area
Accessory Use %
Open Space (ac & %)
Detention/Retention (ac & %)
Recreation (ac & %)
Preserve (ac & %)
Civic (ac & %)
Other (ac & %)

HOUSING

Total Gross Density (du/ac)
Lot Count by Typical Lot Size
Total Number of Dwelling Units
 # Single Family (SF)
 # Zero Lot Line (ZLL)
 # Townhouse (TH)
 # Multifamily (MF)
 # Other (specify)

Zoning Concept Plan & Site Plan Data (continued)

PROPERTY DEVELOPMENT REGULATIONS

Maximum Lot Coverage (permitted & proposed)
Minimum Lot Area (required & proposed)
Minimum Lot Width (required & proposed)
Minimum Lot Depth (required & proposed)
Setbacks (required & proposed)
 Front Setback
 Side Interior Setback
 Side Street Setback
 Rear Setback
Max Structure Height (permitted & proposed)
Max No. Stories/Floors (permitted & proposed)

PROJECT SITE DATA (Non-Residential)

GENERAL

Case Number
Name of Project/Development
Proposed Use
Future Land Use Designation
Proposed Future Land Use Designation
Existing Zoning District
Proposed Zoning District
Applicable Overlays (e.g., PD, SUP)
Appraisal District Account Numbers and County

OVERALL SITE

Gross Site Area
Site Frontage
Site Width
Site Depth
Impervious Surface Area
Pervious Surface Area
Accessory Use %
Open Space (ac & %)
Detention/Retention (ac & %)
Recreation (ac & %)
Preserve (ac & %)
Civic (ac & %)
Other (ac & %)

BUILDING

Total Gross Intensity (FAR)
Total Square Footage
 Commercial (SF)
 Industrial (SF)
 Other (SF)

Zoning Concept Plan & Site Plan Data (continued)

PROPERTY DEVELOPMENT REGULATIONS

Maximum Building Coverage (permitted & proposed)

Minimum Lot Area (required & proposed)

Minimum Lot Width (required & proposed)

Minimum Lot Depth (required & proposed)

Setbacks (Required & Proposed)

Front Setback

Side Interior Setback

Side Street Setback

Rear Setback

Max Structure Height (permitted & proposed)

Max No. Stories/Floors (permitted & proposed)

IMPROVEMENTS (as applicable)

Seats

Pumps

Drive thru lanes

Children/Adults/Students

Beds/Residents/ Rooms

PARKING & ACCESS

Parking (total #)

Handicap Parking

Loading Spaces

Access Points

Site Plan Notes

The following notes shall be included on all Site Plans.

- ☐ Any revision to this plan will require City approval and will require revisions to any corresponding plans to avoid conflicts between plans.
- ☐ Dumpsters and trash compactors shall be screened in accordance with the Rowlett Development Code.
- ☐ Outdoor lighting shall comply with the lighting and glare standards contained within the Rowlett Development Code.
- ☐ Buildings of 500 square feet or greater shall be 100% fire sprinkled. Alternative fire protection measures may be approved by the Fire Marshal.
- ☐ Fire lanes shall be designed and constructed per City standards or as directed by the Fire Marshal.
- ☐ Speed bumps/humps are not permitted within a fire lane.
- ☐ Handicapped parking areas and building accessibility shall conform to the Americans with Disabilities Act (ADA) and with the requirements of the current, adopted Building Code.
- ☐ All signage is subject to Building Official approval.
- ☐ All fences and retaining walls shall be shown on the site plan and are subject to Building Official approval.
- ☐ All exterior building materials are subject to Building Official approval and shall conform to the approved Façade/Building Elevation Plan.
- ☐ Approval of the site plan is not final until all engineering plans are approved by the City Engineer.
- ☐ All new electrical lines shall be installed and/or relocated underground.
- ☐ All mechanical equipment shall be screened from public view in accordance with the Rowlett Development Code.

Utility Coordination Contact List

Atmos Energy

Contact: Chip Merritt
Phone: (972) 485-6270
Fax: (972) 485-6267
Email: chip.merritt@atmosenergy.com

Contact: Dinah Wood
Phone: (972) 485-6277
Fax: (972) 485-6267
Email: dinah.wood@atmosenergy.com

Garland ISD

Contact: Ken Brinkley
Mobile: (214) 878-4915
Email: jbrink@garlandisd.net

Time Warner Cable

Contact: Jorge Barrera
Phone: (214) 869-7563
Fax: (214) 370-6209
Email: jorge.barrera@twcable.com

Verizon

Contact: Monty Ross
Department: LCOM FIOS Buried Drop
Phone: (972) 442-1365
Mobile: (972) 358-1329
Email: monty.l.ross@verizon.com

Contact: Keith Jackson
Department: LCOM FIOS Installation & Repair
Mobile: (972) 849-9027
Email: keith.r.jackson@verizon.com

Contact: Connie Golden
Department: LCOM Copper Installation & Repair
Phone: (972) 487-5664
Mobile: (972) 841-6536
Email: connie.golden@verizon.com

Oncor

Contact: Perry Aloï
Phone: (917) 216-8964
Email: perry.aloi@oncor.com

Sample Letter to Request Tabling

January 1, 2013

City of Rowlett
Department of Public Works/Planning Division
PO Box 99
Rowlett, TX 75030-0099

RE: Request to Table Zoning or Specific Use Permit Request

Planning Department:

As the applicant and/or representative of *(insert case number)*, I hereby request that this case be tabled by the City Council to their *(insert date)* meeting. The necessary exhibits will be resubmitted to the Planning Division at least fourteen (14) days prior this meeting to provide adequate time for staff review and scheduling purposes.

Sincerely,

Insert Printed Name and Signature of Applicant and/or Representative

Supplement on Architectural Integration of Downspouts and Scuppers

The intent of this supplement is to provide developers a more clear understanding of the City's intent with regard to architectural integration of gutters downspouts and scuppers for Public/Institutional and Commercial buildings. According to Section 77-507 of the Rowlett Development Code (RDC), sloped roofs may have external drains provided all gutters, downspouts, and scuppers are architecturally integrated into the design of the building. Flat roofs or parapet roofs shall be internally drained and external scuppers and wall drains shall be prohibited..

Gutters, downspouts and scuppers may be integrated into the façade of a Public/Institutional or Commercial building in a number of ways. The example methods of integration shown in this document are merely suggestions; the applicant is encouraged to deviate from these recommendations if there are alternate means of achieving the intent of architectural integration. Below are several means of achieving architectural integration:

1. Utilization of similar colors and materials that are complementary to the design of the façade/wall; or
2. Design is carried out with sensitivity to the articulation of the buildings; or
3. Provision of embellishment or accent at strategic points on the façade; or
4. Designed as a significant architectural element.

1. Using Similar Colors and Materials

Using similar materials and colors is a simple way to integrate downspouts into a building façade. In Figure 1 the color of the downspout is such that it matches the building's roof and fascia. The color complements the tones in the brick. Furthermore, the downspout is tucked behind an articulation in the wall.

The downspout in Figure 2 is painted white to blend with the roof and then red to blend with the painted wall. This helps the downspout to blend into the other architectural elements below the roof line. In addition, the shape of the downspout resembles the shape of the other architectural elements.



Figure 1



Figure 2

2. Integrating Drains and Downspouts into Building Articulation

Another useful technique is to utilize the articulation of the building to help hide the downspout. This keeps the downspout out of view from many angles. In Figure 3 downspouts are painted to match accent trim and located on the side of wall articulations. The downspouts also form the edge of stone accent building material areas.

In Figure 4 the building has used the accent materials to hide the downspout. The downspout is located in the center of the darker brick and painted to match. This is a simple solution for a taller building that is more effective than using wall articulation to attempt to block the downspout from view.



Figure 3



Figure 4

3. Using Drains, Downspouts, and Scuppers to Provide Embellishment or Accents



Figure 5

In Figure 5 the scuppers are designed to enhance the modern aesthetic of the building and provide water to a small rain garden located below the windows. The geometrical design complements the windows and façade. The color matches the siding below the windows and the other side of the building. Although this example is on a flat/parapet roof, this is an example of a creative and unique way to help reduce off-site run-off and maintain the aesthetic integrity of the building with drainage hardware.

Figure 6 shows an old downspout given an aesthetic twist and supplemented with planters. The twist gives the façade an artistic feel, sprucing up the building. The planters are kept watered by run-off water from the roof. While the climate in Rowlett may not allow planters it is an example of turning a plain downspout into an artistic embellishment.

A traditional copper ornamental copper downspout is shown in Figure 7.



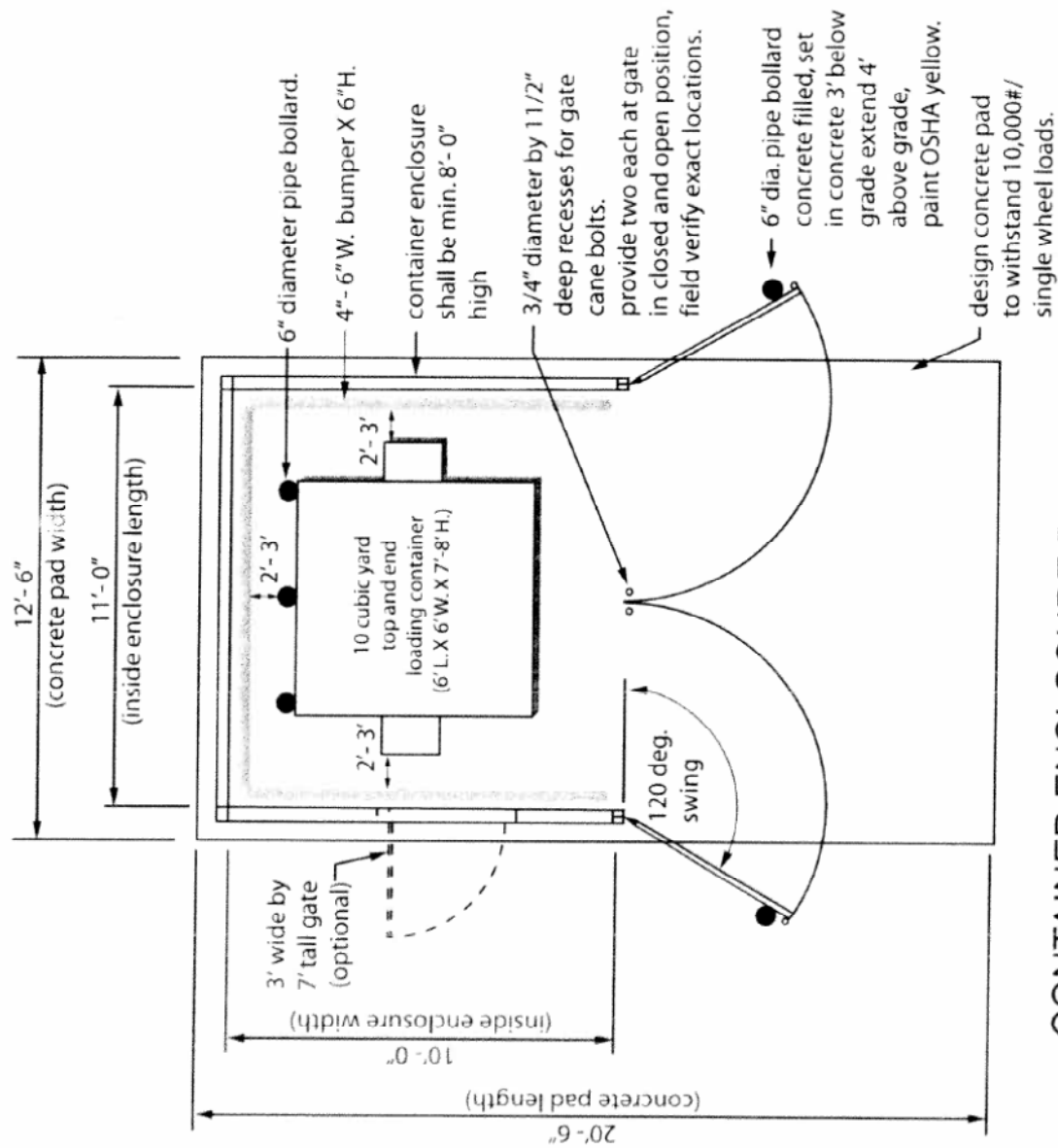
4. Using Drains, Downspouts and Scuppers as Architectural Element

It is possible to go beyond masking the drainage system to fit a building's architecture. A good design can use drainage features as seamless architectural elements. In Figure 8 the roof drainage becomes a significant part of the façade design bringing the eye from the focal point of the two windows down to the stone exterior and vice versa.

Figure 9, shows an example where the architect uses downspouts to frame the entrance way to the building.

These techniques can integrate a downspout into the architectural design to support the overall aesthetics of the buildings and comply with the Rowlett Development Code.

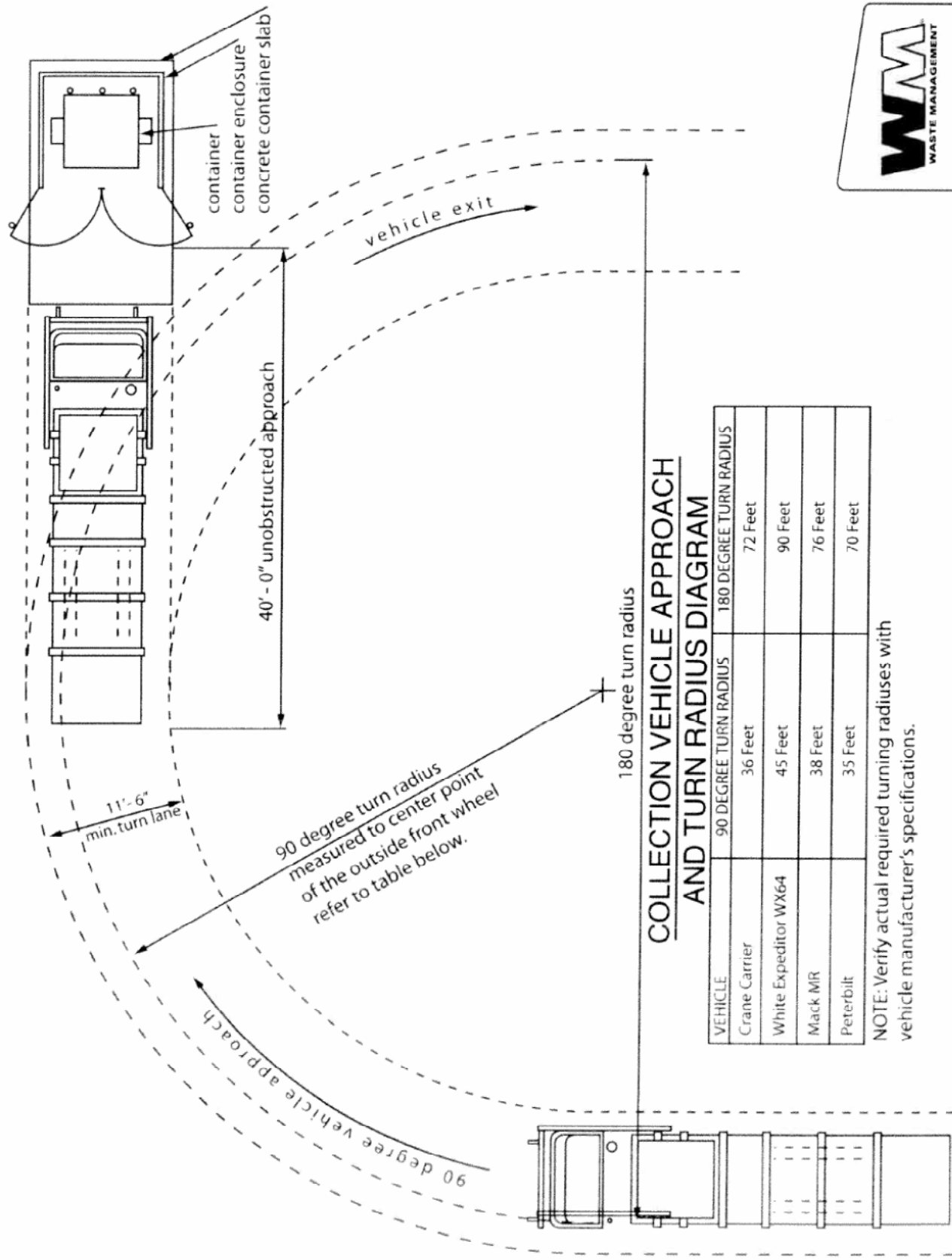


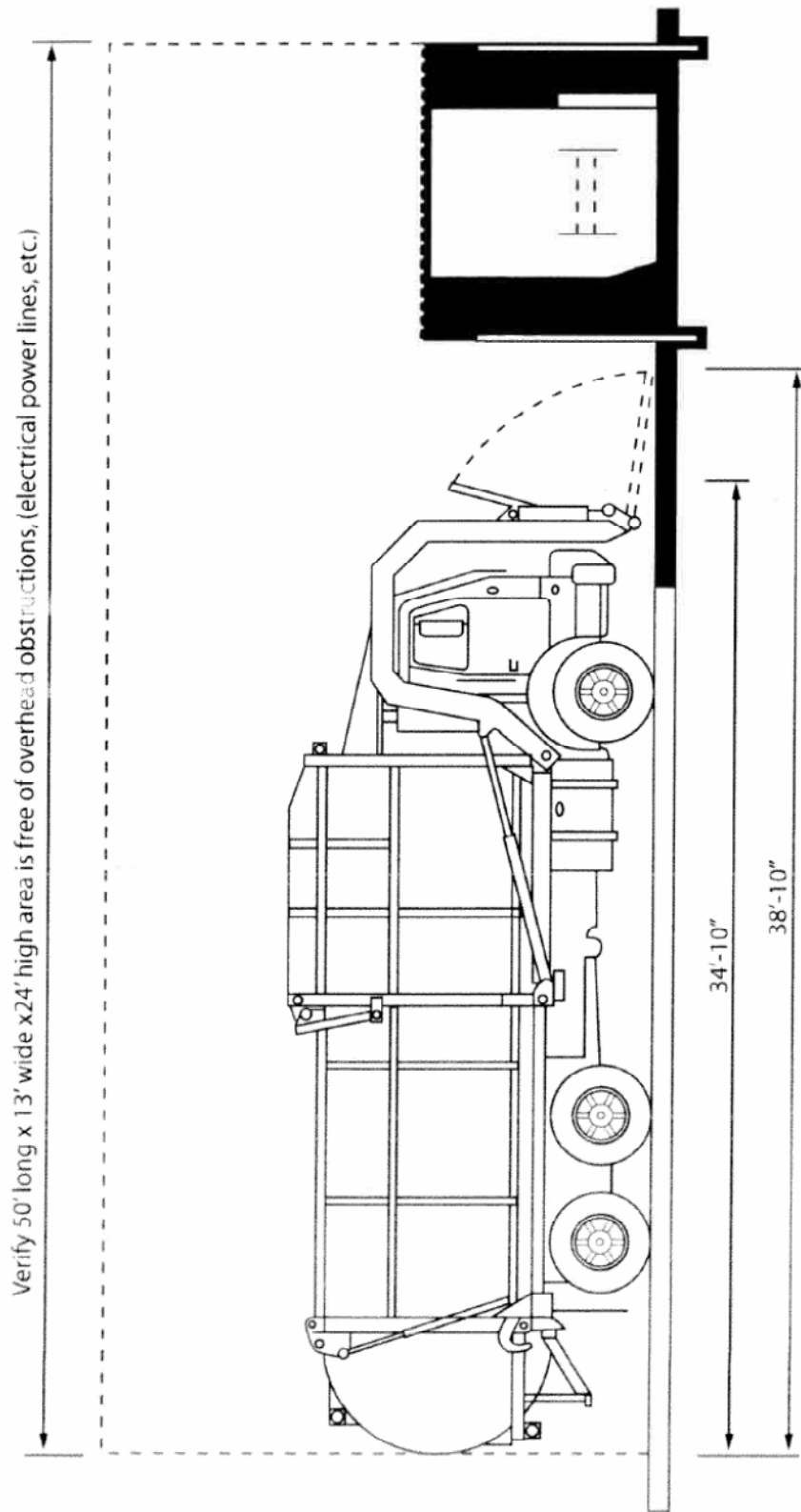


CONTAINER ENCLOSURE PLAN



This Container Enclosure Plan is for illustrative purposes only and may not conform to your local zoning or permitting requirements. When designing a waste enclosure for your facility, please check with your local county or municipal authorities for all ordinances and regulations governing such structures.

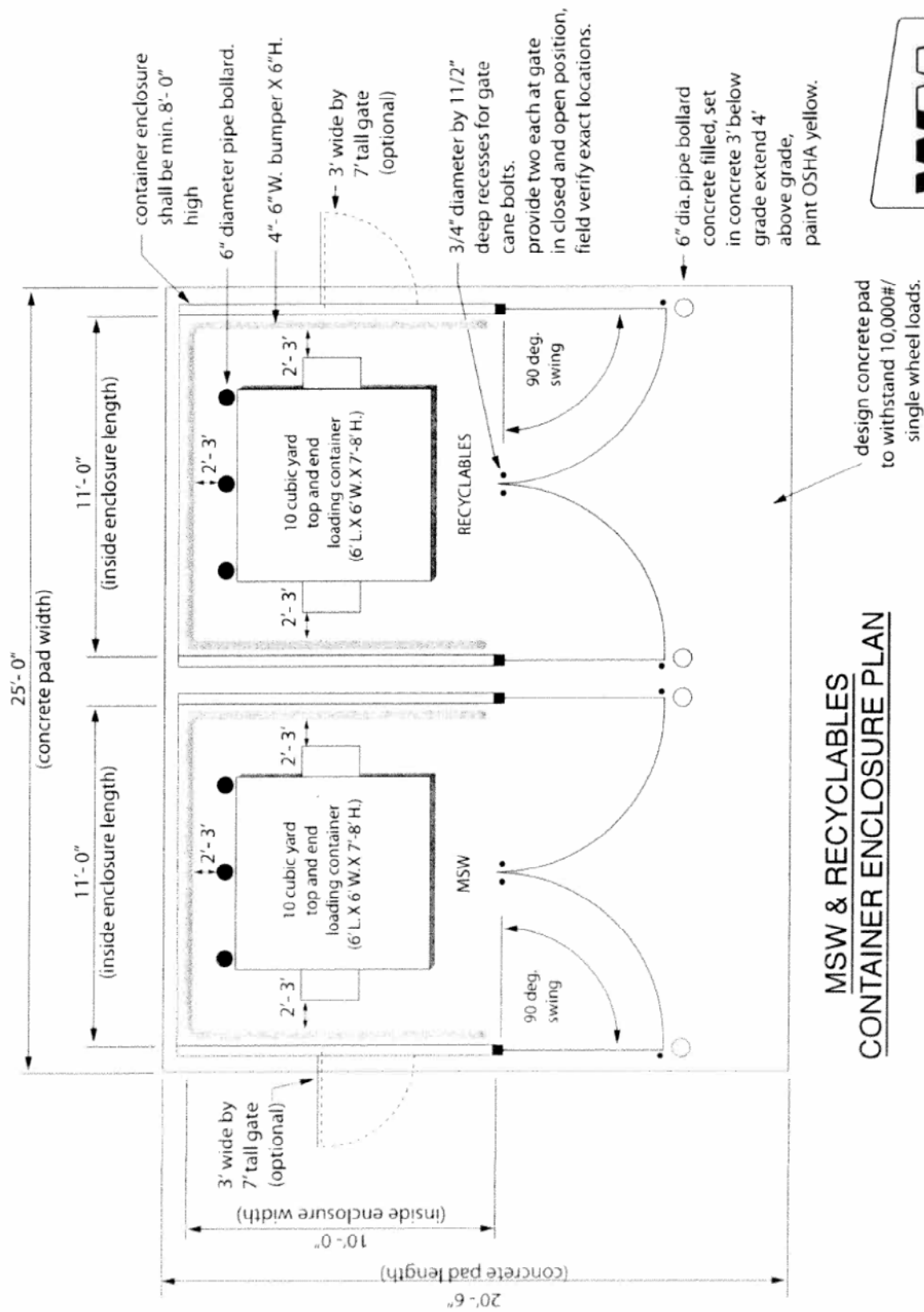




SIDE VIEW

NOTE: Vehicle shown is a standard 40 cu. yd. front end loading collection truck. Actual Dimensions will differ based on truck Manufacturer





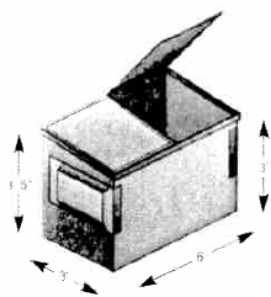
MSW & RECYCLABLES CONTAINER ENCLOSURE PLAN



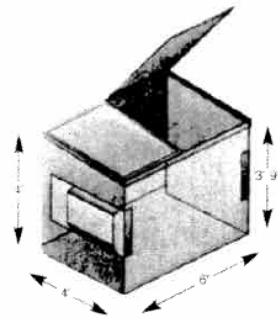
Additional container clearance may be required to access the power disconnect.

This Container Enclosure Plan is for illustrative purposes only and may not conform to your local zoning or permitting requirements. When designing a waste enclosure for your facility, please check with your local county or municipal authorities for all ordinances and regulations governing such structures.

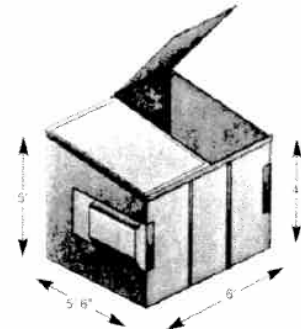
COMMERCIAL CONTAINERS



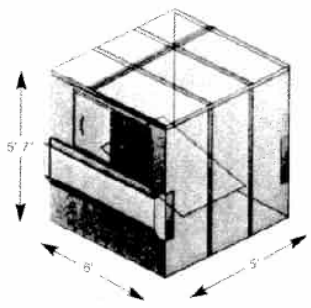
2-Yard Bin



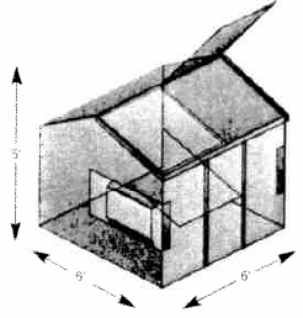
3-Yard Bin



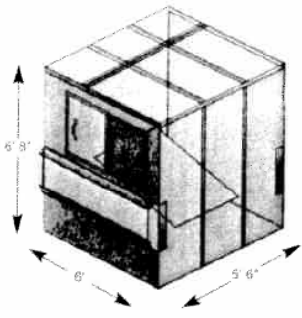
4-Yard Bin



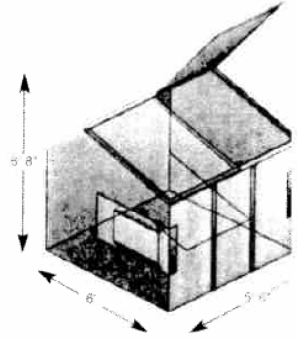
6-Yard Bin



6-Yard Slant Bin

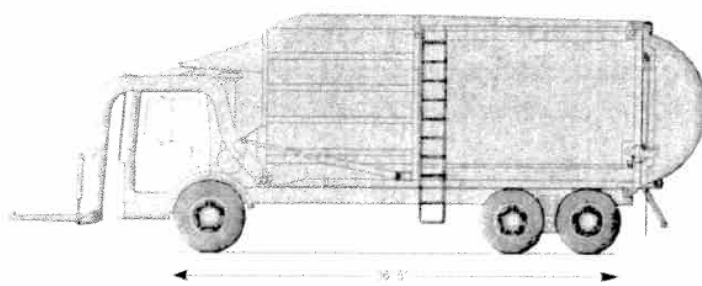


8-Yard Bin



8-Yard Slant Bin

COMMERCIAL TRUCKS



Front-End Loading Truck



Date Approved: _____

Approved By: _____

Permit No. _____

Right of Way and Street Use Non-Construction Permit Application

This form is intended to permit allowed structures in City of Rowlett Right-of-Ways. These structures and uses include but are not limited to street furniture, sidewalk cafes, tables, chairs, umbrellas, planters, and A-frame signs. All requests must be in compliance with the Rowlett Development Code and/or Form Based Code including but not limited to site triangles and clear pathways for pedestrians.

Project Name: _____ Project Address: _____

Detailed Project Description (You must also attach a detailed diagram of proposed uses/structures and specifications of any materials/equipment to be used): _____

Duration of use: Temporary (Dates: _____) Permanent

Contact Information

Applicant Name: _____
Address: _____
Phone: _____
E-mail: _____

TERMS

1. Liability/Insurance The City will not under any circumstances be liable or responsible for any claims, demands, causes of action, losses, judgments, or expenses, including reasonable attorney fees, resulting directly or indirectly from uses or structures placed in the City's sidewalks, alleys, or other rights-of-way, and the applicant, for itself and its successors and assigns, shall indemnify, hold harmless and defend the City from and against any and all such claims, demands, causes of action, losses, liability, judgments and expenses. Nothing in this application shall be deemed to waive the City's immunities or defenses. The applicant shall maintain general liability insurance with a minimum coverage of \$100,000 per occurrence and \$500,000 aggregate. Proof of insurance is required with this application.

2. Maintenance Permittee is responsible for ensuring adequate maintenance and upkeep of all items in good repair in the public Right-of-Way. Permittee shall not unreasonably obstruct or block vehicular or pedestrian traffic, and shall insure safe passage and use of sidewalks, alleys, streets, and rights-of-way for pedestrians and vehicles. This permit may be revoked at any time should the permittee not meet its obligations under this section.

3. Acceptance of terms, conditions, and requirements Permittee accepts the terms, conditions, and requirements of the permit and agrees to comply to the satisfaction of the City. Permittee further agrees to comply with all applicable city ordinances and requirements of state and federal law. Work shall begin within six months from the date of approval unless other arrangements are made, otherwise the application shall be void. If approved, the city may withdraw/cancel the permit for the public convenience, or if applicant fails to comply with applicable laws and regulations. The responsibilities under the permit shall extend to the Owner and any and all tenants, lessees, occupants, successors in interest and assigns,

APPLICANT OR AUTHORIZED AGENT STATEMENT

I declare that I am the Applicant AND the Owner OR the authorized agent of the owner; that the information provided herein is correct and complete; and that I have the authority to bind the owner to this application. I acknowledge I am responsible for all permit charges and that this permit shall not be transferable.

Applicant Signature: _____ Date: _____